

Service Unit Name	Description
Academic Media and Digital Services	Video production, on-line media hosting, web content management, videoconference and event services, poster printing and A/V system design and integration.
Advertising Expense Clearing	HR orders any ads to be placed in the Daily Oklahoman, HR then advises the department what the cost of that advertisement is, the department completes the SUR to pay for the ad, the invoice charge and the SUR are cleared through the Advertising Clearing account.
Alcohol Vault	A list of the number of units (100% in gallons or pints; 95% in gallons) is to be used in the description of the SUR to be picked up from vault. The alcohol vault has limited hours.
Background Check	HR orders background checks for each new hire coming on to campus, when the invoice is received we pass on the cost to each department on campus. The invoice for the background and the departmental pay back (through an SUR) is cleared through our Background Clearing Account.
Campus Police	OUHSC Police Department is a state recognized campus police department providing security and police services.
Flow Cytometry and Imaging	The Flow and Image Cytometry Laboratory provides the University of Oklahoma research community with state-of-the-art cell analysis and sorting instrumentation, and the technical expertise to best utilize this technology. The laboratory is equipped with a computer workstation and a variety of computer software packages to collect and analyze data. The facility maintains a sterile hood, CO2 incubator, centrifuge, and fluorescent microscope which can be used for cell preparation and tissue culture work. Services are available to anyone in the scientific community, on a fee-for-use basis. Fees will be billed against the account number provided by the user at the time of registration for use of the instrument. Billing will

	be done at the end of each month, with user time and charges documented. Special labor-intensive set-ups or services may have additional charges assigned.
General Services	Use General Services only for custodial services requests that will be paid for by the requesting department.
Ground Maint/Landscaping	Special requests for Grounds Maintenance or Landscaping that will be paid for by the requesting department.
IT Computer Sales	IT Computer Sales provides computers, software and peripherals to your department. Most anything associated with your desktop computer can be sourced through this division of IT.
IT Telecom/Voice & Data	Voice/Data Services delivers telecommunication product and services in conjunction with network connectivity, Products and support range from desktop phones, teleconferencing, call center monitoring and data ports.
Lab Animal Resources	Lab Animal Resources is the housing facility for OUHSC research animals.
Molecular Biology and Cytometry	The Laboratory for Molecular Biology and Cytometry Research is a state of the art facility offering a variety of services in the areas of DNA sequencing/genomics, mass spectrometry/ proteomics and flow cytometry and imaging. The main focus of the core laboratory is to facilitate research by offering specialized technology and expertise on a fee for service basis. The LMBCR accepts samples from any researcher in need of the available technology and Dr. Gillaspay and facility personnel are available to consult with PIs, Post Docs, and Graduate students in regards to experimental design and use of the core facility technology at any time.
Motor Pool	Motor Pool provides permanent vehicle assignments, short term vehicle rentals, fueling and vehicle maintenance and support to OUHSC departments.
Moving Services	Moving Services Department provides most of

	<p>OUHSC's moving needs, assists Information Technology with the disposal of Green safe property, delivers custodial supplies to OUHSC buildings, monitors surpluses property at the OUHSC warehouse, holds appointments for Departments' searches of surplus property, and is under the umbrella of General Services. OUHSC Departments incur no charge for the use of Moving Services.</p>
OneCard	<p>The OneCard Office is responsible for the production and printing of the identification cards used by students, faculty and staff on the Health Sciences Center campus. Building access cards are produced for non-OUHSC employees or students requiring building access to university-owned buildings. Affiliated agencies may also have the OneCard Office produce badges, identification cards, or building access cards for use within their agency or building.</p>
Parking	<p>Parking Permits – Permits for On Campus Parking for Temps & Volunteers Parking Validations/Validators – Validations can be printed for Departments to use for Patients & Visitors Validators can be loaned out to Departments for events that will have Off Campus Attendees.</p>
Photographic Services	<p>No longer used. Please use Academic Media and Digital Services.</p>
Radiation Safety	<p>The Radiation Safety service unit provides services for radioactive waste collection and disposal, radiation dosimetry, and decommissioning surveys of laboratories.</p>
Records Management	<p>The Records Management Department maintains the storage of and monthly billing for paper records at the OUHSC Warehouse, educates OUHSC staff on the protocol for proper disposal of records, delivers records to OUHSC Departments, prepares records stored at the Warehouse for disposal, and is under the umbrella of General Services.</p>

Rodent Barrier Facility	The rodent barrier facility is a clean facility used for housing rodents used during research.
Site Support	Site Support provides routine building maintenance, remodeling, construction, and electronic equipment repair to support University departments.
Student Union	Facility Rental
Transportation	Shuttle Bus Rental
Willed Body	The Willed Body Program issues cadavers and/or specimens for educational needs.