***How To’s***

**Obtain Funds from Your Organization’s Account**

For Club/Organization Accounts, contact Elizabeth Ball at [eqball@ccis.edu](mailto:eqball@ccis.edu) or 573.875.7403

For Student Government Association Funds, contact SGA at [ccsga@ccis.edu](mailto:ccsga@ccis.edu)

**Reserve a Room in AHSC**

Contact Campus Life at 573.875.7400 or by email at [CampusLifeInfo@ccis.edu](mailto:CampusLifeInfo@ccis.edu)

**Reserve a Room Elsewhere on Campus**

Contact Administrative Services at 573.875.7300

**Reserve AV/Technology Equipment**

Contact the CCHelpDesk at [CCHelpDesk@ccis.edu](mailto:CCHelpDesk@ccis.edu) or 573.875.4357

*Reservations should be made at least 7 business days in advance*

**Obtain Items from Ameriserve (Catering)**

Contact Steve Bay or Mark Althaus at [ameriserve@ccis.edu](mailto:ameriserve@ccis.edu) or 573.875.7546

*Catering orders should be placed at least 7 business days in advance*