



**March 26, 2012**

On March 26, 2012, Facilities Services will be replacing the paper form of the Interdepartmental Requisition (IDR) with the electronic Facilities Services Online Service Requests website. If you need facilities or event setup services that require an IDR, we ask that you use our new online [Facilities Services - Online Request System](#) to fulfill your requests.

You can go to the Online Request System by using this link: <https://fsrequest.tufts.edu>

At the website you will be prompted to login using your Tufts UTLN and password. Once logged in you may choose to submit a work request or review your previously submitted online requests.

To submit a request you will need to populate all the fields necessary for your request. Specific room location and a detailed description are vital for prompt and comprehensive service. If your request normally requires an IDR, please provide just your Dept.ID (and Project/Grant number if applicable). Upon submitting your request you will be prompted with a user agreement to authorize and accept responsibility for charges against the provided Dept.ID. Your work request number will be your unique reference number. This will replace the paper IDR.

**Benefits of the Online Service Request:**

- You will receive E-mail notifications about the status of your request
- Quicker processing
- Improved accuracy
- Ability to check the status and cost of your previously submitted requests
- Ability to attach documents to your request
- Conserves paper