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REQUEST FOR RF FORMS

SEND TO:

VIA:

Intercollegiate Messenger: _____

Hold for Pick-Up: _____

| <u>FORM #</u> | <u>FORM NAME</u> | <u>QUANTITY</u> |
|----------------------|-----------------------------------|------------------------|
| RF 012 | Hourly Time Sheet * | _____ |
| RF 021 | Payment Request | _____ |
| RF 031 | Bi-Weekly Salary Certification * | _____ |
| RF 040 | Travel Advance Form | _____ |
| RF 041 | Travel Expense Form | _____ |
| RF 100 | Application for Employment * | _____ |
| RF 107 | Time/Leave Record * | _____ |
| RF 133 | Personnel Date Form * | _____ |
| RF 134 | Personnel Action Form (PAF)* | _____ |
| RF 201 | Small Order Form | _____ |
| RF 208 | Purchase Requisition | _____ |
| RF 209 | Equipment Screening Certificate * | _____ |
| RF 211 | Animal Purchase Approval Form * | _____ |
| RF 427 | CUNY Staff Effort Notice * | _____ |
| RF 803 | ICA Requisition * | _____ |
| | Other: W-4 *, I-9 * Etc. | _____ |

Date Received: _____

Approved By: _____

Filled By: _____

Date Filled: _____

*These Forms can be downloaded off our Website