







# English Department:

## [Quick Reference/Information Guide](#)

<p><b>Box.com User Guide</b></p>		<p><a href="#">Box Guide</a></p>
<p><b>Event Planning</b></p>		<p>Please send an email to Merry at <a href="mailto:m.roberts@tcu.edu">m.roberts@tcu.edu</a> if you need help with event planning or setting up Zoom meetings.</p>
<p><b>Financial Services Forms</b></p>		<p><a href="#">Financial Services</a></p> <p>For the fall semester, fill out forms shown in the Financial Services link and forward to Merry.</p>
<p><b>Permission Numbers</b></p>		<p><a href="#">Permission Numbers Protocol</a></p>
<p><b>Reimbursements</b></p>		<p><a href="#">Reimbursement Guidelines</a></p>
<p><b>Submit Your News</b></p> <p>The English Update! Deadline is Thursday by 2 p.m.</p>		<p><a href="#">English Department Submit Your News</a></p> <p>Please be sure to add your short blurb, links, files, and images to compliment your news story.</p>

Last Updated 10/28/2021