

Instructions For Entering A Support Ticket For TOGETHER TFI EVENT

May 11-12

Select A Ticket Type

* Add Purchase Order

* Policy / Procedure Change Submission (Procedure Team Members Only Please)

* Software/IT Project Request Form

Care Center (Data Entry)

Facilities (Administrative Assistance, Building / Property Maintenance, Furniture Request, Office Equipment, Vehicle Maintenance, Office Supply Requests)

Finance (Payroll and Finance, Business Card Requests)

Fundraising/Grants

Instructions

* Date Required:

* Corporation:

* Office Location: * Department:

Grant: (If applicable)

Check request

Was this a VISA Purchase:

* Category:

* # of Days:

* Hotel City:

* Check In Date: * Check Out Date:

* Room Occupant:

Staff:

Non-Staff:

Request room share:

Notes and recommended Supplier:

	Item	Category	Units	Cost/Unit	Supplier	Notes	Hotel
<input type="button" value="Remove"/>	HOTEL FOR TOGETHER TFI EVENT	Hotel Accommodations	1	\$100.00	Not Provided (Suggested:)	TOGETHER TFI EVENT PLEASE BOOK A ROOM FOR AVEDA AARON ALOFT 1155 NORTH POINT DR COPPELL TX 75019 SINGLE	COPPELL TX 05/11/2026 05/12/2026

There are 2 hotel options for this event. Please list the hotel address where you would like to be booked. Reservations CANNOT be changed once your ticket has been submitted. Please be sure to select ROOM SHARE if you are sharing a room with another staff member so the correct room can be reserved. **ONLY STAFF THAT ARE 3 HOURS AWAY FROM THE EVENT LOCATION ARE ELIGIBLE TO REQUEST A HOTEL ROOM.**

HOTEL #1 Aloft 1155 North Point Drive Coppell, TX 75019 **DEADLINE: 4/27/26**

HOTEL #2 Holiday Inn Express 725 Plaza Drive Trophy Club, TX 76262 **DEADLINE: 4/20/26**