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University of Wisconsin-Madison

Business Services

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Business Services 'How To' Documents

'How To' pages give brief instructions for performing the most commonly used business functions at UW-Madison along with links to more detailed policy and procedure pages. **Can't find what you need? Please suggest "How To" topics by [emailing the webmaster](#).**

Use the search above or the Alphabetical List below to find relevant 'How To' Documents:

Recently Added/Updated 'How To' Pages:

- [How To Notify Cash Management of Armored Car Service Changes](#) (added 10/16/09)
- [How to Complete Cost Transfer Request \(Non-Salary\) Non-Grant--any fund except 133 and 144](#) (added 10/14/09)
- [How to Obtain a Department Copy of a Purchase Order](#) (added 10/6/09)
- [How to Request a Merchant ID for Face-to-Face/Counter Swipe/Telephone Sales Operations and Web-based/Internet Operations](#) (updated 9/3/09)

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File last updated: October 19, 2009

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