Form
OSA 09

Managed Print Service
Print Credit for Staff

Use this form for adding credit to staff member accounts

IT at UNSW

Please submit this form via one of the following methods:

In Person or via Internal Mail:
Monitor Support Desk
Level 2, Main Library

In Person:
IT Assistance Counter
Ground Floor, Library Annexe
(near Post Office)

Via Fax
938-51537
Send scan via email
ITServiceCentre@unsw.edu.au

Section 1 - Applicant's Details

UNSW Staff/Research Student ID Number ☐☐☐☐☐☐☐☐ ***First Name*** _____ ***Family Name*** _____

Amount to be allocated to this person's print account from Faculty/School/Department funds $ _____

UNSW Staff/Research Student ID Number ☐☐☐☐☐☐☐☐ ***First Name*** _____ ***Family Name*** _____

Amount to be allocated to this person's print account from Faculty/School/Department funds $ _____

UNSW Staff/Research Student ID Number ☐☐☐☐☐☐☐☐ ***First Name*** _____ ***Family Name*** _____

Amount to be allocated to this person's print account from Faculty/School/Department funds $ _____

UNSW Staff/Research Student ID Number ☐☐☐☐☐☐☐☐ ***First Name*** _____ ***Family Name*** _____

Amount to be allocated to this person's print account from Faculty/School/Department funds $ _____

Section 2 - Account Details

Photocopy Account Name / Description

_____

Account ☐☐☐☐ ***Fund*** ☐☐☐☐☐ ***Department/Organisation*** ☐☐☐☐☐☐☐☐☐☐ ***TOTAL AMOUNT*** $ _____

Program ☐☐☐☐ ***Subclass*** ☐☐ ***Year*** ☐☐☐☐ ***Project*** ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Section 3 - To be Completed by Expenditure Authority

I agree that these accounts will be valid for the next two weeks and that funds are available for journal transfer

Name of Expenditure Authority *(please print)*
(Faculty/School/Dept financially delegated officer)

_____

Expenditure Authority's Signature
(Faculty/School/Dept financially delegated officer) _____ ***Date*** _____ ***Contact Number*** _____

Version: 4 Nov 10