



Request for ACLS Account Approval

Account Approval Process

1. Discuss with your Supervisor what account/accounts will be used for all ACLS system equipment bookings.
2. Complete below fields electronically and send to supervisor for approval with up to 3 accounts.
3. Academic Supervisor must name and sign form electronically and return to user named on this form.
4. Submit this form to amr.omar@unsw.edu.au to ensure accounts are recorded against your profile in ACLS. Only do this ONCE
5. **Save a signed copy of the form to upload with all booking requests through ACLS.** Please note that bookings will not be accepted without this form uploaded.

Name:

Email:

zID:

Position:

UG Student

PG Student

Staff

Account 1

Project Code:

Dept.:

Fund:

Expiry:

Account 2

Project Code:

Dept.:

Fund:

Expiry:

Account 3

Project Code:

Dept.:

Fund:

Expiry:

I approve to use the above accounts until
(Account approver) (Named person)
their listed expiry dates in order to book equipment within the ACLS booking system.

Signature: