



COMPUTING CENTER

Departmental Fund Authorization for Printing Charges

It is our policy that anyone wishing to charge print jobs to a departmental account must have authorization from one of the following: Chair, Dean, or Business Manager of that department. We require that this form be filled out in its entirety and signed by the appropriate authority before printing.

Name *(you may list more than one)*

Email

Specific Print Jobs *(size, format, and content)*

Dates for use *(one time or until)*

I hereby grant the named person(s) permission to charge these print jobs to the departmental account listed on this form.

Authorized Signature **Name** *(print)*

(Chair) (Dean) (Business Manager)

Position *(circle one)*

Email

Phone

Department name

Department number

Fund Number