



# 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    Director**

\_\_\_\_\_  
**Position** *(circle one)* **Email**

\_\_\_\_\_  
**Phone** **Department name**

\_\_\_\_\_  
**Legacy Dept/ Fund Number** **New Dept Fund Class**

\*\*\*\*\*  
 For Office Use Only  
 Customer # \_\_\_\_\_