

# UWS Library Photocopy Services

## College or Division Account Access Form – Multiple Users (**STAFF ONLY**)

Please complete all College or Division information fields, and all account fields. If this form is not complete, account processing will be delayed.

### College or Division Information

College/Division: \_\_\_\_\_ School/Department: \_\_\_\_\_

Cost Centre Detail <sup>(1)</sup> : \_\_\_\_\_ - \_\_\_\_\_ - **8052** - \_\_\_\_\_ - \_\_\_\_\_  
Centre                      Project                      Account                      Campus                      Entity                      Type

### Account Access Authorising Officer

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Ext.: \_\_\_\_\_ Email: \_\_\_\_\_

### Staff Information

Surname	First Name	ID Number	Email	Last Access Date <sup>(2)</sup>

Notes:  
 (1) The Cost Centre is the account against which funds will be charged for use of Library and ITD copying and printing. The Authorising Officer MUST approve access to this account.  
 (2) All account holders must provide a date upon which access to funds will cease. This date needs to be confirmed by the Authorising Person.