

UWS Library Photocopy Services

College or Division Account Access Form

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 ⁽¹⁾

_____ - _____ - **8052** - _____ - _____ - _____
Centre Project Account Campus Entity Type

Account Access Authorising Officer

Name: _____ Position: _____

Signature: _____ Ext.: _____

Email: _____

Staff Details

Surname: _____

First Name: _____

Staff ID Number: _____

Email: _____

Last Access Date: ____ / ____ / ____ ⁽²⁾

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.

Once completed, please email to n.raguram@westernsydney.edu.au