

# PrintWise

## ALLOCATION REQUEST

### Overview

Faculty who use PrintWise locations for research may request a personal PrintWise Account allocation. Privileges will be assigned within 24 hours when received Monday - Thursday. Requests received Friday - Sunday will be processed by end of day the following Monday. Administrators and staff should use their office resources for business-related laser printing.

### How do I use this form?

Please complete the following form and submit to Campus Card Office. The Campus Card Office will review your request and assign a PrintWise privilege. You must be classified as Faculty of the university in order to receive this privilege. If you have questions, please contact the Campus Card Office at extension 8-2273.

### Request

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Barcode: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Extension: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department: \_\_\_\_\_ Department Head: \_\_\_\_\_

PrintWise Location(s) Requested: \_\_\_\_\_

### Journal Entry Information

<b>Standard Journal Number:</b>		<b>Standard Journal Description:</b>	
		PrintWise Faculty Allocation	
<b>Today's Date:</b>		<b>Prepared by:</b>	<b>Department Approval:</b>
____/____/____			
<b>Accounting Unit (6-digits)</b>	<b>Account (4-digits)</b>	<b>Amount</b>	<b>Transaction Description</b>
		\$50.00	PrintWise Allocation

### Terms

- Faculty Allocation must be approved by Department Head
- Allocations are in \$50 increments and must be renewed to insure proper usage.
- Department heads may request usage reports to aid in renewal review.