Digital Imaging Copy Card Request Form

Step 1)	Tell us who you are (please complete)	Dept/Org/Grant Name _____ Request by _____ Requestor's phone number _____ Date _____
Step 2)	Tell us which budget to charge (fill in one)	Budget number _____--_____-- 7230 --_____ Alt Budget Number _____ Alt Budget Number Ex. NS124567890
Step 3)	Tell us what type of card (chose one)	' Departmental/Student Worker Copy Card Request ' Student Organization Copy Card Request ' Affilated Hamline Organization Copy Card Request ' Restricted Grant Copy Card Request
Step 4)	Tell us where to deliver the card (please complete)	Deliver to Building _____ Room _____ Contact Person _____ Mailbox or Mail stop _____
Step 5)	Authorization (please complete and sign)	Budget Authority Name_____ Signature_____ Date ____/____/_____

Step 6) Please return the completed form to Computer Support Services, Bush Library Room 18. Please allow three working days for processing of all requests. If for any reason the request cannot be process, Computer Support Services will contact you. Incomplete forms will not be processed.

Disclaimer: It is the department's, organization's or grant holder's responsibility to monitor and manage use of their respective copy card. All charges associated with the card are the responsibility of the department's, organization's or grant holder's budget. If the card should become lost or stolen, Computer Support Services should immediately be notified so it can disable the account. An administrative fee will be charged for replacing lost or stolen copy cards. Damaged cards should be returned to Computer Support Services for repair or replacement. For additional information, please contact Computer Support Services at x2220.