

# OHSU DEPARTMENTAL COPY CODE REQUEST

All information **MUST** be filled out in order to complete request!

Date: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Account Authorization\* \_\_\_\_\_

Fiscal Authority Signature

**\*Departments are financially responsible for all copy charges generated by this access code, until the code has been removed from the system. Every Monday, Equitrac comes and manually downloads the codes on campus. This process takes approximately three days. Please allow a week turn around time until the code is properly working. If the code is not working within one week, please contact the Copy Center @ 494-5156.**

Department \_\_\_\_\_ Mailcode \_\_\_\_\_

Contact Name\*\* \_\_\_\_\_ Extention \_\_\_\_\_

\*\*Codes will be given to this person ONLY

E-mail \_\_\_\_\_

Check One: \_\_\_\_\_ NEW USER \_\_\_\_\_ CANCEL USER

CODE NUMBER\*\*\* \_\_\_\_\_ NAME \_\_\_\_\_

Account Number (alias) \_\_\_\_\_

\*\*\*Code numbers must be a combination of eight alphanumeric characters. The Copy Center does not assign the code, that is the responsibility of the department.

## CHANGE ACCOUNT NUMBER

\_\_\_\_\_ All codes on Acc. # (alias, fund, org, mission): \_\_\_\_\_

To New Acc. # (alias, fund, org, mission): \_\_\_\_\_

\_\_\_\_\_ Change Code Number: \_\_\_\_\_

To New Account (alias, fund, org, mission): \_\_\_\_\_

Please send to Copy Center - L330

or

Fax to Copy Center - (503) 494-5738