



McCausland College of Arts and Sciences

UNIVERSITY OF SOUTH CAROLINA

Departmental Fund Authorization for Printing Charges

COMPUTING CENTER

It is our policy that anyone wishing to charge print jobs to a departmental account must have authorization from one of the following: Chair, Dean, or Business Manager of that department. We require that this form be filled out in its entirety and signed by the appropriate authority before printing.

Name *(you may list more than one)*

Email

Specific Print Jobs *(size, format, and content)*

Dates for use *(one time or until)*

REQUIRED SIGNATURES

I hereby grant the named person(s) permission to charge these print jobs to the departmental account listed on this form.

Authorized Signature Name (print)

☐ Chair ☐ Dean ☐ Business Manager ☐ Director

Position (circle one)

Email

Phone

Department Name

(Required) Oper Unit/Dept/ Fund Number/ Class

(Optional) BUS Unit/Project/Activity/ AN Type

***** For Office Use Only
Customer # _____