

# Photocopier Request Form

Finance Portfolio

**Federation**  
UNIVERSITY • AUSTRALIA



**NOTE: RED BOXES are MANDATORY fields; the form will NOT print unless completed.**

<b>School/Section:</b>	<b>Campus:</b>	<b>Building:</b>	<b>Level:</b>
<b>Account code:</b>		<b>Room Number:</b>	
<b>Replacement:</b>	Proposed usage of the photocopier:		
<b>Additional photocopier:</b>	<b>Staff:</b>	<b>%</b>	<b>Students: %</b>

**Current Photocopier details:** *(If the required photocopier is replacing an existing one)*

**Make:**                      **Model:**                      **Serial Number:**

**Current Location:**                      **Average number copies per month:**

<b>Requested by:</b>	<b>Approved by : (Head of School/Section)</b>
<b>Contact Number:</b>	<b>Contact Number:</b>
<b>Position:</b>	<b>Position:</b>
<b>Signed:</b> <input type="text"/> <b>Date:</b>	<b>Signed:</b> <input type="text"/> <b>Date:</b>

**Office use only**

<b>Approved by :</b>
(Manager, Print Services)
<b>Signed:</b> <input type="text"/>
<b>Date:</b>

<b>Photocopier details (to be completed by Print Services Manager )</b>	
<b>Model:</b>	<b>Serial Number:</b>
<b>ID Number:</b>	__/__/____    __/__/____
<b>Options:</b>	

**Warning – Uncontrolled when printed! The current version of this document is kept on the UB website.**