

**\*NOTE:**

1. Cards are loaded a max of \$50 (500 copies at 10¢/page) at a time.
2. Fill out the form completely and give it to Janessa in the General Office for processing.
3. Afterwards, Chris or Justin in the IT Shop will load the copies into your lab account. You'll then be e-mailed a unique login code.

Date

Cost

Lab member requesting

Principal Investigator name

Account name

Fund

Department

Account

Project

Principal Investigator signature

**IT Shop/Financial Office use only**