

Humphrey 221 - Photocopier Form

***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/send it to Janessa (janessa.shorrock@queensu.ca) for processing.
3. Afterwards, IT Shop staff 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