

MASSEY UNIVERSITY INFORMATION TECHNOLOGY SERVICES

DEPARTMENT PHOTOCOPY CARD REQUEST

This form is to request a Departmental photocopy card only. The copy card CANNOT be used for printing. If a print card is required, please see the FollowMe Printing FAQs (ITS web page, its.massey.ac.nz, select Help, FAQs, Printing, [FollowMe Printing](#)).

Incomplete forms will be returned. Please see the attached notes for assistance in completing the form.

Applicant to Complete (Please print clearly)

First / Given Names (1): _____	Title: _____
Last Name (1): _____	Usercode (2): _____
Email: _____	Ext Number (2): _____
Department (2): _____	Campus / Site (2): _____
Number of cards required – one-off fee of \$10 per card (3): _____	

I have read and agree to comply with the University codes of practice and associated policies that relate to access and use of Massey University IT services and equipment. (4)

Note: Your manager / supervisor should be able to direct you to the relevant policies.

Signed (by applicant) (5): _____ Date: _____

For information on ITS policies, please visit the Policy Guide web page at:

http://www.massey.ac.nz/massey/staffroom/policy-guide/policy-guide_home.cfm

Department Account Controller to Complete (Please print clearly)

Ledger account code (GL/PR etc.) (3): _____
If a monetary limit is to be imposed please specify amount (6): \$___ / unlimited
Account Controller Name (please print): _____ Extn: _____
Signed (Account Controller): _____ Date: _____

Please scan and e-mail the completed form to service.desk@massey.ac.nz or return via internal mail to ITS Reception, Turitea, PN460. The card(s) will be posted to you.

Information Technology Services to Complete

Card Numbers: _____	
Ref. No.: _____	Activated: _____
Posted: _____	Charged: _____
FMP: _____	Filed: _____

Explanatory Notes: Department Photocopy Card (do not return this page to ITS)

A one off fee of \$10 per card is chargeable for the Department Photocopy Card. Further charges are applied based on usage and these will be charged to the Departments Ledger account code supplied on this form.

Information Notes for Completing the Form

1. Please provide your full name.
2. The department and home campus are mandatory. Please provide your usercode (e.g. jcbloggs) and extension number if possible.
3. A one-off \$10 registration fee for Department Photocopy Cards per card applies. Once registered and issued with a Department Photocopy Card additional charges will be processed based on usage and billed monthly. It is the responsibility of the Department to track usage and advise ITS if the card has been stolen or lost.
4. Please ask your manager / supervisor to provide you with copies or to show you the policies and codes of practice. These are available at <http://www.massey.ac.nz/?i8e272918s>
5. Forms must be signed by the applicant, as this is a legally binding document. PPs (signing on behalf of the applicant or authorised signatories) etc. cannot be accepted.
6. Charges will be debited until further notice, unless a monetary limit or termination notice is received.