

Monitor System Photocopy Staff Access Card Add Value

(Use this form ONLY to add value to an existing Photocopy Staff Access Card)

Card Number to which value is to be added _____ (as printed on the front of the card)

Registered Card Name _____ (as written on the sticker on the back of the card)

Contact Name for this request _____ Contact Phone No. _____

Campus _____

Cost Centre to be debited _____ 1414 (if refund required)

Amount Required (tick box) \$50 \$100 \$250 \$500 \$1000 Other \$ _____

Authorised by _____ Date _____

(Cost Centre Manager Name - Please PRINT)

Signature _____

(Cost Centre Manager Signature)

Please FAX completed form to Copier Services Officer, fax number 26967

Document Services Use Only

Card Serial No. _____ Registered Name _____

System updated by _____ Date _____

Journal Processed by _____

(Signature)