

Copier Billing & Access

LAST UPDATED: 2/8/21



FINANCE & TREASURY

FINANCE.PRINCETON.EDU/FORMS/

Requester Information

FIRST NAME

LAST NAME

DEPARTMENT

EMAIL ADDRESS

Device Information

CR NUMBER (REQUIRED - LOCATED ON FRONT OF DEVICE)

COPIER LOCATION (INCLUDE ROOM NUMBER AND BUILDING, IF APPLICABLE)

Billing Information

Add Department Update Existing Department Remove Department

DO YOU WANT TO ENABLE ACCESS CODES FOR THIS DEVICE? Yes No

Note, if you select "No", only one chartstring will be charged for all copies or prints to this device, and users will not be prompted to enter an access code.

Please list all departments, and the corresponding chartstring, that should have access to the device listed above.

Required for all transactions			Optional
DEPARTMENT	FUND	ACCOUNT	PROGRAM
		7004	
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		7004	
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		7004	
DEPARTMENT	FUND	ACCOUNT	PROGRAM
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DEPARTMENT	FUND	ACCOUNT	PROGRAM
		7004	
DEPARTMENT	FUND	ACCOUNT	PROGRAM
		7004	
DEPARTMENT	FUND	ACCOUNT	PROGRAM
		7004	

COMMENTS

^s Email the completed form to copiers@princeton.edu.

Questions? Contact copiers@princeton.edu