

Convenience Copiers User Code Request

UIS Campus Services

Printing and Duplicating
BSB 139
Phone 217-206-6776
Fax 217-206-6376



Date	
Name	
UIS Mail Stop	
Email	
User code for department or individual employee?	
Department Name	
Departmental Account (C-F-O-P)	
Preferred user code (4 or 5 digits) or random number?	
Copier locations where code is to be used	

I understand that copies will be charged to the departmental account specified. The departmental account is charged at the end of each month for the number of copies made using your assigned code.

Signature: _____

Date: _____