

MFP Access Request Form

Return completed and approved request form to purchasing@usfca.edu. All requests will be processed in the order received.

DATE:
REQUESTOR:
DEPARTMENT:

PHONE & EMAIL:
LOCATION:
COLLEGE/DIVISION:

<input type="checkbox"/> Add New User <input type="checkbox"/> Update Current User <input type="checkbox"/> Email <input type="checkbox"/> FOAP <input type="checkbox"/> Card ID <input type="checkbox"/> Scan-to-Email <input type="checkbox"/> Remove User			
USER	<input style="width: 95%;" type="text"/> <small>LAST:</small>	<input style="width: 95%;" type="text"/> <small>FIRST:</small>	<input style="width: 95%;" type="text"/> <small>USF EMAIL ADDRESS ONLY</small>

USER LOCATION	Building/Floor: <input style="width: 95%;" type="text"/>	Room: <input style="width: 95%;" type="text"/>
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FOAP(s): Enter all FOAP(s) that the user can charge copy/print transactions to.

Departments are responsible for all copy/print transactions charged to the department FOAP. Use this form to request for a FOAP(s) to be removed as a part of the off boarding process as all charges will continue to be applied and no credits will be provided until Purchasing receives the request for removal.

Card ID: Enter the RCN number located on the front of user's USF ID card.

ROLE: FACULTY STAFF AFFILIATE STAFF INTERN

ALLOW THE FOLLOWING FUNCTIONS:	
<input type="checkbox"/> COPY	
<input type="checkbox"/> PRINT	<i>Request ITSHelpDesk to install a Pharos printer driver on the user's computer:</i>
<input type="checkbox"/> SCAN	
<input type="checkbox"/> FAX	<i>Specify Machine ID and Fax number:</i>

Restrict to Black & White Copying and Printing: YES NO

AUTHORIZATION:

User or Requestor:	Print Name:	Date:
Budget Manager:	Print Name:	Date:

*Departments can provide student employees a Student Employee (SE) Copy Card to complete copy/print projects for the department. Click [here](#) to request a Student Employee Copy Card.