



CLUB PHOTOCOPYING FORM 2008

To apply for a photocopying code you MUST be a currently affiliated club at the UCSA.

Ensure only authorised members have access to your code.

This form must be accompanied with \$20, which will start your account in credit. When the credit is getting low, the accounts department will inform the CDO who will then contact the club.

Please allow a week for the application to be processed. Once the UCSA accounts department has processed the application form you will receive notification by email.

A4 single sided copies will be charged at \$ 0.08 (incl GST) per copy (max 2,000 copies) .Monthly statements will be emailed showing the copy charges and the remaining credit balance.

Club: _____

Contact Person: _____

Code: _____

(5-digit number) –

Contact Phone No's: _____ cell: _____

Student e-mail address: _____

Postal Address: _____

Email address for monthly statement if different than above address

Requested by: _____ Designation: _____

Approved by Clubs Development Officer: _____

Date: _____

Approved by Accounts Department: _____

Date: _____