Lewis Library
Authorization for Interdepartmental Transfer to Pharos Copy/Print Account

• The account can be used for creating photocopies or computer printouts using the Pharos system.

• This form can be used to create new accounts, or to add credit to existing accounts.

• Complete this form, including the name and signature of the authorized account holder.

• Submit the completed form to the Lewis Library’s Circulation desk on the main floor (2nd).

• A library staff member will credit the account the same day. The department will be charged at the end of the month. There is a $10.00 minimum for IDT accounts.

• Library staff members do not have access to the account password. **Password management is the responsibility of the department which created the account.** The password can only be reset upon request from the authorized account holder.

_____ EXISTING ACCOUNT OR _____ NEW ACCOUNT

NEW ACCOUNTS ONLY
Choose a Login Name using at least 5 characters (letters and/or numbers) with no spaces; your log-in will be case-sensitive. Group accounts should not use the name of an individual.

NEW ACCT. LOGIN NAME: __________________________

DEPARTMENT NAME: __________________________________________ DATE: ___/___/____

ACCOUNT INFORMATION
FundCat _______ Dept ____________ Fund __________ Function __________

AMOUNT REQUESTED: $ ____________ ( $10.00 MINIMUM)

AUTHORIZED ACCOUNT HOLDER:

NAME: ______________________________________________________

SIGNATURE: ________________________________________________

CAMPUS ADDRESS: ________________________________ EXT: __________

LIBRARY USE ONLY

<table>
<thead>
<tr>
<th>Received by</th>
<th>Credited to Pharos</th>
<th>Completed IDT</th>
<th>Generated Dept. Copy</th>
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</thead>
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IDT.authorize.form.docx rev. 06/08/2016