

**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 (2<sup>nd</sup>).
- 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**

Received by	Credited to Pharos	Completed IDT	Generated Dept. Copy