



WolfCopy

Print Quota/Departmental

Rev 9/24/09

This form is to be used if a department would like to purchase print quota for students. (Not to be used for Group Accounts.) For Group Accounts please refer to: <http://help.ncsu.edu/solutions/all/3018.php> for assistance.

Minimum purchase is \$5.00. Please follow the instructions listed below.

1. Section 1. Complete and either mail, fax, scan, or email the form.
2. Section 2. Email the list of student names and requested information to: lisa_pittman@ncsu.edu.

Section 1.

Name _____ Phone _____
(Name of person requesting the print quota)

Billing Info: Bookkeeper _____ Phone _____
Department _____ Box _____
Building _____ Room _____
Email _____

Charge Code _____ / _____ 2600 _____ / _____ Total Amount \$ _____
Project Number Account Phase Code

Charge Code _____ / _____ 2600 _____ / _____ Total Amount \$ _____
Project Number Account Phase Code

Authorization _____
Signature Date

Section 2.

Email to Lisa Pittman, the students name(s) and include the requested information as shown below. (Email will insure correct spelling.) Include:

Last Name, First Name, Unity ID, \$ Amount

WolfCopy, Box 7288. Phone: 513-2793 Fax: 515-7332
email: lisa_pittman@ncsu.edu

WolfCopy Office Use: Initials _____ Date _____ Total _____