

Copier Usage Authorization

Date Requested by

Index # Index # description

Name

NECC ID #

E-mail Address @necc.mass.edu

Location of Copier (Building)

Existing copier usage code (if applicable)

I understand that the department denoted above will be charged \$0.05 (five cents) for every copy I make.

I agree to use the copier for business use, and the copier code provided is for my use, only.

Employee signature

Date

Manager/Dean Approval (required)

Date

For Admin & Finance Use

Copier Code #

Date Established

Send completed form to
Haverhill: Steve DiLeo
reprographics@necc.mass.edu
or Fax: 978-556-3105