

PRINT SHOP WORK ORDER SYSTEM AUTHORIZATION REQUEST

Use this form to ADD or RESCIND an individual's rights in the Print Shop Work Order System.

Usually, only one AUTHORITY LEVEL is assigned per person. However, we can set up a User for multiple roles. Please complete the form for each **Initiator** and/or **Approver** and interoffice to the Print Shop; or fax to the Print Shop at 954-357-6124. If you have any questions, please call the Print Shop at 954-357-7120.

ACTION (*Check One*) **Add** **Delete**

AUTHORITY LEVEL (*Check All that apply*) **Initiator** **Approver**

First Name: _____ Last Name: _____

Work Phone: _____ Extension: _____

Fax Number: _____ Email: _____

DEPARTMENT NAME* _____ DIVISION NAME* _____ SECTION NAME* _____

**List a DEPARTMENT for each Initiator and Approver; add a DIVISION and/or SECTION to limit the Initiator's or Approver's area of authority.*

Authorized ChartFields for User:

Fund	Program	Dept.	Account

Fund	Program	Dept.	Account

Signature of Manager or Director: _____ Date: _____

Print Manager's or Director's Name: _____