



VALDOSTA STATE UNIVERSITY STUDENT ORGANIZATION PRINT ACCOUNT REQUEST FORM

Purpose: This form is intended for use by student organizations who are either interested in establishing an account for print credits for their organization or replenishing the credits on an existing student organization print account. Please complete all the fields below and deliver it, along with payment, to the Bursary. Then, send an e-mail with the subject line: "Student Organization Print Account Request" to helpdesk@valdosta.edu from a VSU email account. Please include the completed form and Bursary receipt as attachments. Alternatively, you can physically deliver a copy of the form and receipt to the IT Helpdesk, located on the second floor of Odum Library. After this information has been received, an initial print account will be created for the student organization and the amount specified on the receipt will be applied as a credit to the account.

Student Organization Name: _____

Student Organization Head: _____

Payment Amount: _____

Account Request: New Account Refill Existing Account

Payment Type: Check (Starter checks not accepted) Money Order Cash

Please specify up to 5 VSU usernames (ex: janbrady@valdosta.edu) who will be accessing the print account funds:

* Signature of Student Organization President is required: _____

For Office Use Only:
Please Deposit to Account:
10600-00000-11000-1481073-MRBUD-470100

Valdosta State University
Information Technology
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