

# Copier Access Request Form

## Requirements for Access:

1. Must be located at 1290 Ridder Park Drive.
2. Must have a cost center with 5710-15 or 5750-15 activated.

Branch \_\_\_\_\_

Department \_\_\_\_\_

Group \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

User Name\* \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Key Code \_\_\_\_\_

Mail Code \_\_\_\_\_ Floor \_\_\_\_\_

\* The user name you log into your computer with.

---

**\*\* Please Do Not Print and Scan This Form \*\***

---

Complete This [Digital Form](#) and Email to: [print\\_services@sccoe.org](mailto:print_services@sccoe.org)

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

---

To be Filled in By Print Services

Key Code \_\_\_\_\_ Account \_\_\_\_\_