

Student Employee (SE) Copy Card Request Form

Department:
Student Supervisor:
FOAP:
Budget Manager:

Bldg/Flr/Room#:
Supervisor Email/Ext:
FOAP Classification: <input type="checkbox"/> Unrestricted <input type="checkbox"/> Restricted
College/Division:

The SE card allows student employees to charge their department copy/print transactions to an assigned department FOAP. **The SE Card is strictly used for student employees to copy/print USF business related documents.** The SE Card can be used at a Pharos enabled device. Please submit the completed form to purchasing@usfca.edu and allow up to 3 business days for processing.

Charge Department by Usage: SE Card usage will be billed to the assigned FOAP at the end of each billing cycle. The SE Copy/Print will allow student employee to print or copy in color and monochrome (B/W). Departments have the option to restrict color printing and copying by checking the appropriate box below.

Deactivating a SE Card: To deactivate a SE card, notify Purchasing & Ancillary Services at purchasing@usfca.edu and provide the card number to be deactivated. All usage will be charged to the assigned FOAP until the SE card is deactivated.

Required Printer Driver: University-owned computers must have a Pharos/Xerox public printer driver to allow student employees to print to a Pharos enabled device. Please contact ITS Help Desk at 415-422-6668 for assistance and provide the University-owned computer inventory number, computer type (PC or MAC) and request **PharosXeroxPublic** printer drivers. Print instructions are available at <http://www.usfca.edu/purchasing/mfp/stuemp/>.

Student Employee Scanning: Scan to USB drive is available and currently there is no charge for this service. Student employees can also use the "Scan to Me" to email the scanned document to a department email alias. Please specify the department alias below to enable this feature.

SE Copy/Print Card Request: Please submit new request if additional cards are required.

CARD ASSIGNED: (PAAS Use Only)

<input type="checkbox"/> Card 1	<input type="checkbox"/> Restrict to Black & White Copy/Print	<input type="checkbox"/> Email Alias: _____	SE Card # _____
<input type="checkbox"/> Card 2	<input type="checkbox"/> Restrict to Black & White Copy/Print	<input type="checkbox"/> Email Alias: _____	SE Card # _____
<input type="checkbox"/> Card 3	<input type="checkbox"/> Restrict to Black & White Copy/Print	<input type="checkbox"/> Email Alias: _____	SE Card # _____
<input type="checkbox"/> Card 4	<input type="checkbox"/> Restrict to Black & White Copy/Print	<input type="checkbox"/> Email Alias: _____	SE Card # _____
<input type="checkbox"/> Card 5	<input type="checkbox"/> Restrict to Black & White Copy/Print	<input type="checkbox"/> Email Alias: _____	SE Card # _____

Student Supervisor and Budget Manager Authorization:

I certify the **SE Copy/Print Card is for department student employees only and usage is strictly monitored. All impressions are USF business related documents and student employees will not copy/print copyright material.** All impressions made will be charged to the assigned FOAP at the end of each billing cycle until the SE Copy/Print card is deactivated by the Student Supervisor and/or Budget Manager.

Student Supervisor Signature:	Print Name:	Date:
Budget Manager:	Print Name:	Date:

Restricted FOAP Approval: (Endowment, Grant, Special Project, etc)

Signature:	Print Name:	Date:
------------	-------------	-------