

**Lewis Library**  
**Authorization for Interdepartmental Transfer to**  
**Pharos Copy/Print Account**

- The account can be used for creating photocopies or computer printouts using the Pharos system.
- This form can be used to create new accounts, or to add credit to existing accounts.
- Complete this form, including the name and signature of the authorized account holder.
- Submit the completed form to the Lewis Library's Circulation desk on the main floor (2<sup>nd</sup>).
- A library staff member will credit the account the same day. The department will be charged at the end of the month.
- Library staff members do not have access to the account password. Password management is the responsibility of the department which created the account. The password can only be reset upon request from the authorized account holder.

\_\_\_\_\_ **EXISTING ACCOUNT OR** \_\_\_\_\_ **NEW ACCOUNT**

**NEW ACCOUNTS ONLY**

Choose a Login Name using at least 5 characters (letters and/or numbers) with no spaces; your log-in will be case-sensitive. Group accounts should not use the name of an individual.

**NEW ACCT. LOGIN NAME:** \_\_\_\_\_

**DEPARTMENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_ **AMOUNT REQUESTED: \$** \_\_\_\_\_

**AUTHORIZED ACCOUNT HOLDER:**

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**CAMPUS ADDRESS:** \_\_\_\_\_ **EXT:** \_\_\_\_\_

**LIBRARY USE ONLY**

Received by	Credited to Pharos	Completed IDT	Generated Dept. Copy