



I am applying for authorization to use DataTel number listed below for purchasing from Printing Services' online storefront. By submitting this form I am accepting any and all payment responsibilities resulting from submitted orders via the online storefront. The charges will occur via a journal entry through the comptroller's division.

Contact Information

Buyer's Name:

Room #:

Dept:

Email:

Building:

Phone #:

Datatel #:

Campus Box:

Fiscal Agent Authorization

I hereby, authorize the use of the DataTel number, listed above for the use of ordering printed and non-printed materials through the Illinois State University Printing Services' online storefront.

Check all conditions which you require:

- I Authorize all orders up to \$ _____ per fiscal year.
- I Authorize up to \$ _____ for each order. I wish to approve amounts beyond this level for a single order.
- I wish to approve all orders prior to shipping.

The fiscal agent will be notified via email when there is a pending order requiring their approval. The order will not be processed without that approval.

Print Name:

Email:

Signature:

Date:

Contact Dan Hinrichsen at dchinri@ilstu.edu or 438-3775 with questions.
Please return completed form to Printing Services, Room 2, Nelson-Smith Building, Campus Box 3420.

Our goal is to streamline the process to better serve the University – we appreciate your business.