

Tarleton State University  
Request for Printing Credit

Please complete all of the fields on the form. Incomplete or illegible forms may cause a delay in processing the credit request. Completed forms should be returned to the lab staff. **YOU MUST SUBMIT YOUR REQUEST WITHIN 5 DAYS OF THE PRINT JOB.** Credit requests will be processed within 5 business days of the date received.

Date of Request: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Go Email: \_\_\_\_\_

Your Signature: \_\_\_\_\_

**Record the following:**

**YOU MUST SUBMIT YOUR REQUEST WITHIN 5 DAYS OF THE PRINT JOB.**

UID: \_\_\_\_\_

Document Name: \_\_\_\_\_

Date and Time of Print Job: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Lab: \_\_\_\_\_

Reason for Credit Request: Please give us as much detail as possible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Staff:**

Request accepted by (please print): \_\_\_\_\_

**Supervisor Use:**

Credit Approved: \_\_\_\_\_ Approval Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Reason Denied: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_