

Complete this form using the information of the person who will be placing orders. If one fiscal officer handles multiple BP accounts, use one form. If your orders are signed by different fiscal officers, each fiscal officer must complete a separate form. The fiscal officer/delegate must also create a profile at [siu.webdeskprint.com](http://siu.webdeskprint.com). After completing the form, email it to [siu.printing@siu.edu](mailto:siu.printing@siu.edu). If you need many accounts registered to you, attach an Excel file and send with signed form.

Contact name:

Phone:

Email:

Unit name:

Department name:

BP account title:

BP

Dept Act 1

Dept Act 2

OBJ

BP account title:

BP

Dept Act 1

Dept Act 2

OBJ

BP account title:

BP

Dept Act 1

Dept Act 2

OBJ

BP account title:

BP

Dept Act 1

Dept Act 2

OBJ

### FISCAL OFFICER/DELEGATE USE ONLY

Jobs are "on hold" until the approver (fiscal officer/delegate) electronically submits approval. The approver will also need to create an account by visiting [siu.webdeskprint.com](http://siu.webdeskprint.com). This form also authorizes Campus Mail to charge postage on any printing job that is mailed.

Approver name:

Approver phone:

Approver email:

Fiscal officer signature: