

The Texas A & M University System
Computing and Information Services Center, Texas A & M University
Request for Credit

Attach the ENTIRE Printout to the Credit Request.

Please complete all the fields on the form. Incomplete and/or illegible forms may cause a delay in the processing of the credit request.

Completed forms should be returned to an Open Access Lab (OAL) or library service desk.

It may take up to five business days for credit requests to be processed.

Date of Request: _____

Customer's Name: _____ Phone Number: _____

TAMU Email: _____

Customer's Signature: _____

Record the following information from the header sheet for the printout or use My Print Charges if the header sheet is not available.

NetID: _____

Document Name: _____

Date and Time of Print Job: _____

Number of Pages (charged): _____ OAL Lab/Library area: _____

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

Staff:

Request accepted by: (Lab worker-please print) _____ Date: _____

Supervisor Use:

Credit Approved: _____ Approval Denied: _____ Date: _____

Reason Denied:

Supervisor's Signature: _____