



# On-line Stationery Ordering Application Form

On-line Stationery Ordering access is requested for the following staff member:

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

Faculty/School/Division: \_\_\_\_\_

Staff ID: \_\_\_\_\_ Deakin Username: \_\_\_\_\_

Email Address: \_\_\_\_\_ NetXpress Username: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Financial Delegation: \$ \_\_\_\_\_

Room/Level Details: \_\_\_\_\_ Campus (please circle): G GP F M W

### Approvers

Orders over your financial delegation will need to be approved by an approver with the appropriate financial delegation as per the Financial Delegations List on Financial & Business Services Division webpage. It is recommended that you have at least two approvers.

1st Approver's Name: \_\_\_\_\_ Financial Delegation: \$ \_\_\_\_\_

Email Address: \_\_\_\_\_ Deakin Username: \_\_\_\_\_

2nd Approver's Name: \_\_\_\_\_ Financial Delegation: \$ \_\_\_\_\_

Email Address: \_\_\_\_\_ Deakin Username: \_\_\_\_\_

### Account Codes

Account codes required for stationery purchases must be consistent with codes in DFMS.

Budget Centre	Activity	Natural Account	Additional Natural Account e.g. 6271, 6278	Fund Source	Entity
		6287			
		6287			
		6287			
		6287			
		6287			
		6287			

### Authorisation

Form must be authorised by a person with at least \$10,000 financial delegation for all the budget centres above as per the Financial Delegations List on Financial & Business Services Division webpage.

Name of Budget Centre Approver: (please print) \_\_\_\_\_

Signature of Budget Centre Approver: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please send completed form to Procurement Services, Logistics Division, Geelong Campus or fax to 72026 or 71168  
For any queries, please contact 72678

#### SUPPLY DEPARTMENT USE ONLY

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ DFMS Codes Checked \_\_\_\_/\_\_\_\_/\_\_\_\_ Fin Delegation\$ \_\_\_\_\_

Approvers Name \_\_\_\_\_ Fin Delegation\$ \_\_\_\_\_ NetXpress \_\_\_\_\_

Approvers Name \_\_\_\_\_ Fin Delegation\$ \_\_\_\_\_ NetXpress \_\_\_\_\_

Approvers Name \_\_\_\_\_ Fin Delegation\$ \_\_\_\_\_ NetXpress \_\_\_\_\_

Date Access Established \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of User Instruction \_\_\_\_/\_\_\_\_/\_\_\_\_

Processed within 8 hours of all information received

Reference WDS-FRM-0051.2	Approved for use by Ian Clifton	Date of issue/revision 16/1/2008	Page 1 of 1
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