



COPY CARD ORDER FORM

Copy cards are a quick and convenient method for PSU Departments and Research Groups to use the photocopiers and printers throughout PSU Library while keeping track of expenditures. Multiple cards for large groups or for yearly supply are recommended.

Number of Cards	Value (up to \$20 maximum/card)	TOTAL COST

Department _____

PSU Mail Code _____

Account / Grant # _____

Authorized Signature _____

Name (Please Print) _____

Title _____

Campus Phone _____

Email _____

Date _____

Copy cards will be sent through campus mail within 2 working days after order is received by the PSU Library Public Access Services Department.

Send Completed Form to:

Photocopy Clerk -- PAS / LIBW

**PUBLIC ACCESS SERVICES | T 503.725.4424 | F 503.725.4524
Campus Mail: PAS / LIB | P.O. Box 1151 Portland, OR 97207-1151**

INTERNAL USE ONLY

Date Received _____ Staff Initials _____ Date Order Sent _____