![HCC_Northwest_C_RGB[1]]()

**Copier Code Request Form**

 Date:

Action: Add

Employee Name:

Campus: Choose an item.

Department Code: Choose an item.

Plus Last 4 digits of employee ID: Click here to enter text.

Approved by: Choose an item.

 **Signature**

**By signing this form, your division/department accepts responsibility for the copier code.**

**Complete a form for each new or departing professor**

**Once you have completed this form, email to campus manager.**

Campus Managers: Choose an item.