COPIER CODE REQUEST PROCEDURE

To add your copy code, send this information to patricia.procynaluk:

Your name

The campus for which you need a copy code

The Department Code (2209)

The last 4 digits of your employee ID (NOT your SSN - Your employee ID can be found on your paycheck "@yourservice)

Ask Pat to enter this info into the "Copier Code Request Form" (This is a network document. One should be copied to this email. Save it and attach to your email to Pat. Your campus manager needs Pat’s approval.)

Ask Pat to email the completed form with her signature to your campus manager.

Indicate:

    KATY: email to trenise.sexton

    SPBR: email to olivia.blake

    ALIF-Hayes: email to cristina.dominguez

Check and follow up with your campus manager, Pat and me until you get your copy code.