



UNIVERSITY
OF TASMANIA

REQUEST FOR PHOTOCOPIER CONNECTION TO CAPS

THIS FORM IS TO REQUEST THE CONNECTION OF A PHOTOCOPIER AND TERMINAL TO THE CAPS SYSTEM. Please ensure all relevant fields are completed.

Name of School/Section (responsible for the purchase of consumables)		
School/Section		
Head of School/Section	Approval	Date
Accounting Contact Details		
Name	Phone Number	
Email	Post Box Number	
FMIS Account Number (To reimburse funding for consumables)	_____ . _____ . _____ . _____ . 3709	
Computer Support Officer or Responsible Officer		
Name	Phone Number	
Email		

Photocopier Specifications		
Make & Model	Cost per Sheet (inc. GST) A3: 24 cents A4: 12 cents	
Serial Number	Supported Sizes (A3, A4):	
IP Address (optional)	MAC Address (optional)	
Terminal Specifications (supplied by BEAR Solutions)		
Serial Number		
IP Address		
Photocopier Location		
Campus	Building	Level
Room Number	Other Relevant Details	

Central IT Administrative Use Only (CAPS Naming Scheme)		
School (XXX)	Location (XXX)	Photocopier (XXXXX)

Please forward completed form to: Service Manager (UCS), Private Bag 97, Hobart.

For further information please contact Service.Manager.UCS@utas.edu.au