



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): C=Colour, D=Duplex. (Leave blank where not relevant)		
Serial Number	A4:	A4D:	A4C:
	A3:	A3D:	A3C:
	Other:		
IP Address (optional)	10.8. _____ . _____	MAC Address (optional)	
Terminal Specifications (supplied by BEAR Solutions)			
Serial Number		IP Address	10.8. _____ . _____
Photocopier Location			
Campus	Building	Level	
Room Number	Other Relevant Details		

Central IT Administrative Use Only (CAPS Naming Scheme)		
Owner (XXX)	Location (XXX)	Photocopier (CPXX)
Owner (XXX)	Location (XXX)	Terminal (TXX)

Please forward completed form to: Service Manager (UCS), Private Bag 69, Hobart.

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