

**Imaging Systems Lab**  
7B-3090 Gannett 585-475-5825  
**Invoice Account Request**

Date \_\_\_\_\_

Department Name \_\_\_\_\_

Building/ Room Number \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Primary Contact Email Address \_\_\_\_\_

Primary Contact Phone Number (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Cell Number (if applicable) (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Oracle Number (for billing) \_\_\_\_\_

Authorized Users: Name \_\_\_\_\_ email \_\_\_\_\_

Name \_\_\_\_\_ email \_\_\_\_\_

Name \_\_\_\_\_ email \_\_\_\_\_

Name \_\_\_\_\_ email \_\_\_\_\_

**Please Note: ISL assumes no responsibility for misuse of this account by authorized users. Please contact Mark Sager promptly with any changes, IE: adding students, removing students, etc. Phone: X-5825, Email: mdspph@rit.edu**

\_\_\_\_\_  
OFFICE USE ONLY BELOW THIS LINE

Entry Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

**IS Lab Departmental Invoice Procedures (for new or updated accounts):**

- 1) Departmental Faculty or Staff member submits "ISL Invoice Request Form" to the IS Lab (specifically Mark Sager) with all pertinent information complete.
- 2) Once this form has been submitted, a new account will be created in our Point of Sale System and will include all faculty, staff and student names authorized to submit and pick-up work under this account.
- 3) Students are then free to submit work jobs for processing as long as they are listed under an active Invoice Account.
- 4) Any updates or changes to an account, IE: new students, new account, etc. must be communicated to the Production Manager (Mark Sager) as soon as possible.
- 5) All student names on an account will be cleared/deleted at the end of each quarter unless we are notified not to do so beforehand.
- 6) The IS lab assumes no responsibility for misuse of this account by authorized users.
- 7) Any problems or questions should be brought to the attention of the Production Manager.
- 8) Student employees are not authorized to make changes or exceptions to the above stated policies.