



# UNIVERSITY *of* WASHINGTON | BOTHELL

## RICOH USER CODE REQUEST

User codes are required for all Ricoh printers and are issued by Fiscal and Audit Services (FAS). Those requesting a new user code must have budget authority. Complete this form to add/remove a user code on a Ricoh printer. Send this completed request to Sharyn Singh, Fiscal and Audit Services, at [uwbfisc@uw.edu](mailto:uwbfisc@uw.edu). **Requests may take up to three business days for completion.**

Date of Request: \_\_\_\_\_

Request Type/s:

- New user code:** \_\_\_\_\_
- Remove a user code. Code to remove:** \_\_\_\_\_
- Replace. Code to remove:** \_\_\_\_\_
- Budget change:** \_\_\_\_\_
- Short Term user code. Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

Requestor Information (must have budget authority)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

School or Unit Name: \_\_\_\_\_

Budget Information

Budget Number: \_\_\_\_\_ Name: \_\_\_\_\_

Primary printer location to add or remove user code

Building: \_\_\_\_\_

Workroom: \_\_\_\_\_

Reason for Request

---

---