



## Project Printing Chargeback Agreement

This form is to be completed by a faculty member to set up a project printing account that will be charged to a specific budget.

I, \_\_\_\_\_, agree to allow the College of Arts and Architecture to apply all printing charges to the budget listed below for the account name specified. I will create a password for this account when I set it up with AAIT, and take full responsibility for all charges on the account. If I entrust the account to any students or other faculty or staff, I agree that I will keep track of whom it was given to if they are not on the list below and/or update this form which will be on file with AAIT. I will monitor the use of the account and voice any concerns about the charges or balance at any time. I understand that the budget administrator, who is also authorizing the creation of the account by signing below, can terminate this account at any time.

Project Account Name (Username): \_\_\_\_\_

Budget, Fund Number, and Cost Center: \_\_\_\_\_

Account Type:  Arrears  Advance \_\_\_\_\_ Termination Date (if any): \_\_\_\_\_  
(Amount)

Users this account will be shared with (list full name or user ID): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Faculty Member)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Budget Administrator)