



## Project or Teaching Assistant Printing Agreement

This form is to be completed by a faculty to set up a project printing account or TA 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 staff, 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 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. TA and Scholar accounts will be reviewed when billing is processed and any issues will be the responsibility of the below signed.

Account Type:  Project  TA  Other: \_\_\_\_\_

Account Name (Login used when printing): \_\_\_\_\_

For TA accounts this is always [userid]TA. Projects are at coordinator discretion.

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

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

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

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Faculty Member/Project Lead)

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