NEW ACCOUNT AND NETXPRESS SETUP FORM

Please return completed form to: purchasing@newcastle.edu.au

FIRST NAME  SURNAME

EMAIL ADDRESS

Faculty/School/Division Name:

COST COLLECTOR/S

ADDRESS FOR DELIVERY (Campus/Building Name)

ADDITIONAL DELIVERY ADDRESS (Level #/Room #)

PHONE NUMBER  FAX NUMBER

APPROVING OFFICER 1 (Primary approver)

Please note your approver should have delegated authority to spend and must only authorise up to the value of their delegated authority. For further information in this regard please follow the link to the Delegation of Authority Policy http://www.newcastle.edu.au/policy/000083.html

FIRST NAME  SURNAME

EMAIL ADDRESS  NETXPRESS LOGIN (if applicable)

APPROVING OFFICER 1 SIGNATURE
APPROVING OFFICER 2 (if required)

NAME

SURNAME

EMAIL ADDRESS

NETXPRESS LOGIN (if applicable)

APPROVING OFFICER 2 SIGNATURE