EXISTING ACCOUNT AND NETXPRESS
SETUP FORM

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

Please tick applicable box(es):

ADD NEW COST COLLECTOR ☐
CHANGE/ADD APPROVER ☐
DELETE NETXPRESS LOGIN ☐

NETXPRESS LOGIN (nwc-XXX):

FIRST NAME      SURNAME

EMAIL ADDRESS

ADD NEW COST COLLECTOR

Faculty/School/Division Name:

COST COLLECTOR/S

ADDRESS FOR DELIVERY (Campus/Building Name)

ADDITIONAL DELIVERY ADDRESS (Level #/Room #)

PHONE NUMBER      FAX NUMBER

ADD NEW APPROVER

NEW APPROVING OFFICER

Please not 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

PRIMARY APPROVER? ☐

NAME      SURNAME
<table>
<thead>
<tr>
<th>Email Address</th>
<th>NetXpress Login (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approving Officer Signature**

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approving Officer 2 (if required)**

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Existing NetXpress Login (if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approving Officer 2 Signature**

If you require an existing cost collector or approver to be removed from your account, please advise below:

```plaintext
If you require an existing cost collector or approver to be removed from your account, please advise below:
```