



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 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>

PRIMARY APPROVER?

NAME

SURNAME

EMAIL ADDRESS

NETXPRESS LOGIN (if applicable)

APPROVING OFFICER SIGNATURE

APPROVING OFFICER 2 (if required)

NAME

SURNAME

EMAIL ADDRESS

EXISTING NETXPRESS LOGIN (if available)

APPROVING OFFICER 2 SIGNATURE

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