



## College of Agricultural Sciences ePAY Access Request Form

*Please complete all required fields carefully and clearly!*

This form is for use by **ALL** College of Agricultural Sciences staff requesting access to, change in access to or deletion from the ePAY credit card processing system. Additional information and instructions can be found on our web site at: <http://adminsvc.cas.psu.edu>. Return the completed form to Administrative Services via campus mail or surface mail per the contact information noted above with an attention to Craig Story.

<input type="radio"/> New Access <input type="radio"/> Change Access <input type="radio"/> Delete Access
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Unit
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New ePAY Access for or Change ePAY Access to the following User

Last Name	First Name	Middle Initial	Suffix	Access ID

**Delete ePAY Access for the following User (when changing users, please indicate the user to delete, below.)**

Last Name	First Name	Middle Initial	Suffix	Access ID

Does this user still work for the College of Agricultural Sciences? <input type="radio"/> Yes <input type="radio"/> No
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\_\_\_\_\_  
Applicant's Signature Date

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Unit Leader/CED Signature Date