CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for Web Internal Charges (WIC) Access

1. ADD ☐ CHANGE ☐ DELETE ☐

2. Employee☐ Temporary☐ Student☐ Consultant☐ _____Other_____
(company name)

3. TO BE EFFECTIVE: Beginning date:____/____/____

Ending date: ____/____/____ OR check if Employee ☐

NOTE: An ending date is required unless the user is an Employee. This date can easily be extended by the Approver.

4. User Information:

Name: Last_____ First _____ Middle_____

Mail Code:_____ E-Mail:_____ CALTECH UID#_____

Phone Ext. _____ FAX_____

Department_____

Department Supervisor _____ Phone Ext._____

5.

Service Organization	***Approval Signature:***
(select Organization and matching approver from http://imss.caltech.edu/node/427)	

6. REQUESTED BY: (print name)_____ Phone ext._____

7. TRAINING COMPLETED:

signed: _____dated:
Christine Ryan

8. APPROVED BY:

signed: _____dated:
Matt Brewer or Karla Caprari