

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.

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

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

7. TRAINING COMPLETED:

signed: _____ dated: _____
Christine Ryan

8. APPROVED BY:

signed: _____ dated: _____
Matt Brewer or Karla Caprari