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CAMPUS OFFICE SERVICES & RECORDS MANAGEMENT  
OFFICE OF FINANCE AND BUSINESS SERVICES

**Online Work Order Submission System for Print Shop**

DATE: \_\_\_\_\_

TO: Academic and Administrative Chairpersons / Directors /Managers

FROM: Estefania Di Bua  
*Administrative Manager, Campus Office Services & Records Management*

**\*\*When revisions are required, please list below ALL NEW and CURRENT designated approvers. This form will become the original and will replace any existing form on file\*\***

**Please Print Clearly:**

DEPARTMENT NAME: \_\_\_\_\_

\_\_\_\_\_  
PRIMARY APPROVER & Employ ID#      - - - - - Phone No.      \_\_\_\_\_ Room No.      \_\_\_\_\_ Email Address

\_\_\_\_\_  
ALTERNATE APPROVER & Employ ID#      - - - - - Phone No.      \_\_\_\_\_ Room No.      \_\_\_\_\_ Email Address

\_\_\_\_\_  
ALTERNATE APPROVER & Employ ID#      - - - - - Phone No.      \_\_\_\_\_ Room No.      \_\_\_\_\_ Email Address

\_\_\_\_\_  
Signature of Chairperson/Director      - - - - - Phone No.      \_\_\_\_\_ Date

\_\_\_\_\_  
Print Name of Chairperson/Director

Thank you for your prompt response to this request.

To create a new account in WebCRD Online Work Order system for Print Shop services, **one to three approvers** for each department is required. Please complete this form and return to Estefania Di Bua at [edibua@jjay.cuny.edu](mailto:edibua@jjay.cuny.edu) and Ivette Rivera at [irivera@jjay.cuny.edu](mailto:irivera@jjay.cuny.edu).