



Your College/Portfolio may have a process in place for stationery orders. Please check with your Operations Team or admin staff before requesting a new user log in.

For new users, please fill in all sections below. For changes to an existing log in, please fill out your name & email, as well as any fields that need to be changed. Please forward completed & signed forms to accounts@flinders.edu.au for actioning.

Please **DO NOT** share your log in details or password with any one else.

User Details

Name:

Phone:

Email:

Account Name:

Project number:

Delivery Address:

Approver Details

Name:

Phone:

Email:

Order Limit

Individual users will be set up with an order limit of \$2000.

Generic email addresses will be set up with an order limit of \$0.

Requestor

Finance Business Partner