



Print Account Cash Account

Use this form to pay for extra printing pages for the semester after your original \$25.00 free print quota has been depleted.

Pcounter is a fee-based laser printing service that enables you to use any ACL computer to send files to laser printers in the UHD Academic Computing Lab and Electronic Classrooms - located in the ACL 800S, C300, B200 and TTLC (700A) and the library. To use Pcounter you must have an ACADEMIC Network account which is obtained with your paid registration each semester. The printing fee is 5¢ per black and white page, 7¢ per duplex page and \$1.00 per color page printed (all pages are sold "as is" - no refunds).

To add funds to your print account:

Notes about Cash Accounts:

- Deposits will be credited to your cash account within two business days. *We cannot promise to credit your account at the time you submit this form.*
- Bring all of your receipts to the ACL (800S) to credit your print account.
- This form must be filled out completely in order to be processed. Please be sure that your username is legible.

- Fill out this form completely in advance. (Please do not wait until you get called up to the cashier's desk!)
- Have the amount you want to add to your account in cash, credit card (VISA, MasterCard, Discover only), or personal check (made out to UHD and have your driver's license in hand).
- Bring this form and your payment to the Cashiers office located at One Main Street, Room 310-S, Monday through Friday from 8:00 a.m. – 5:00 p.m.
- Once paid, bring all your receipts to Academic Computing Lab located at 800 – South.

Receipt for Print Account Cash Deposit

Received from : _____ Student ID #: _____ Date: _____

Username: _____ Amount: \$ _____ Cash Check #: _____ CC type _____

Cashier Staff initials: _____ Date: _____

*****Cash deposits will be credited to your cash account within two business days.*****
Please fill out the entire form, except for the gray box at the bottom.

Account Information (Please Print)

Name: _____ Username: _____

Amount of deposit (\$1.00 minimum): \$ _____ Check #: _____

I understand that I will not get back any unused part of my deposit at the end of the semester.

Signature _____

Office Use Only: Date received: _____ Detail Code: **PRNT**