Contract Registration, PIN and Asset Request Form

Use this form to request accommodation, PIN access to doors and Photocopier access
Submit this form to feitservicedesk@uts.edu.au or to the FEIT IT Service Desk CB11.W12.300

Section 1: About you

Contract Type (Tick one)
- Staff member (continuing)
- Staff member (fixed term)
- Staff member (casual)
- Visitor (on a Memorandum of Understanding)
- Research student (enrolled via student admin system with a Student ID)
- Capstone, graduate project or honours student

Start date  
End date  
(Write ‘continuing’ for permanent positions)

Position

Hours per week

Section 2: Your Request

Description of request (Tick one or more)
- I’m new to the faculty (Registering my first contract/MOU)
- I’m registering my second or subsequent contracts
- I want to lease or renew my lease on faculty assets

Leasing an asset

Preferred choice
Eg CB10.04.125.WS02 means Bldg10.LV4.Room 125.Workstation (desk)02
CB . . . .WS

Door PIN access
- Extend my current PIN access
- I do not have an existing PIN
- I have an existing PIN and would like additional access

List door description below
Include building number, level and actual door numbers where you know them

Photocopier pin

Photocopier pin access will be allocated to the photocopier closest to your location

Section 3: Supervisor Signoff

I certify that this information is correct and is a reasonable request

Supervisor name

Supervisor Signature

Date

Section 4: Office use only

Received

Completed

Notes