



General Purpose Lab Printing Payments at Treasury Services

We do not encourage you to carry cash to the University to make payment for our services. We strongly encourage you to make payment either with your Viking Card or a credit card. If, however, you do wish to pay by cash, please follow these instructions:

- 1) Please take this form to Treasury Services in the University Center Room 460.
- 2) Deposit \$_____ into account 0310-0010-3023-50. Please make sure you get a duplicate receipt for yourself. You will need your CSU ID number for this step.
- 3) Take the receipt to either Mobile Campus in the UC Atrium, the PC Repair Shop in Stillwell Hall room 128 or the IS&T Call Center in Rhodes Tower room 1104.
- 4) We will accept the receipt as payment for additional pages and adjust your printing balance accordingly.

If you have questions or problems about printing policies, please contact General Purpose Lab Manager Dan Mortimer at:

Phone: (216) 687-5049

Email: d.mortimer@csuohio.edu