To: UP / Admin City University of Hong Kong Press (UP)

**Proforma**

**Authorization List for UP’s Online Work Request System**

Please update the following details of staff members from our department who are authorized to make use of the UP’s Online Work Request System. The role of the staff members are:

Preparer: Staff who can place work request only.

Coordinator: Staff who can (i) certify payment online upon completion of jobs,

(ii) validate work request placed by other colleagues from the same department who have not been authorized previously, and

 (iii) place work request.

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| *Name* | *Role* | *Post* | *E-mail* | *Phone* | *Keep(Y/N)* |
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College/School/Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Head’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Head’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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