

APPLICATION FOR AN ORGANIZATION DND ACCOUNT

ACCOUNT INFORMATION (PLEASE PRINT)

All organizations must be officially recognized by the College. Accounts can be created for up to one year only and can be renewed annually. You *must* fill out a new application form annually providing updated information to the sponsoring department if you wish to renew the account. All areas of this form must be completed.

Organization Name: _____ Hinman Box: _____
(32 character limit)

Name: _____ Date: _____

Department or Class: _____

Purpose of Organization: _____

RESPONSIBLE AREA APPROVAL

Please specify which area recognizes your organization:

- Athletics COSO ORL/CFS Outdoor Programs Rockefeller Center Tucker Foundation
 Hopkins Center Health Services Graduate School (Specify) _____ Other (Specify) _____
 This organization can use the GreenPrint system for printed materials. The account number to be charged is: _____

Advisor/Sponsor Name: _____

* Authorized Approver Name (Print): _____

* Authorized Approver Signature: _____

* Refer to the Web page <<http://www.dartmouth.edu/comp/about/policies/general/dnd/forms-approvers.html>> for the authorized approvers for student organization DND accounts for student organizations, and the department and sponsored account senior officers list for non-student organizations.

ACCOUNT INFORMATION

A DND entry is created with the full name of the organization. Acronyms, if desired, may be maintained by the organization in the nickname field. Please note that nicknames are not guaranteed to remain unique and should *not* be used in printed materials.

Check One: New Account Account Renewal Account Change (Specify) _____

Authorized Users: _____

Start Date: _____ End Date (If less than one year): _____

Specify Change: _____

COMPUTING SERVICES USE ONLY

Please return the completed form to:

Student Organizations:

Computing Help Desk

Hinman Box 6171

or

Drop off at 172 Carson Hall

Non-student Organizations:

Consulting Services

Hinman Box 6219

or

Your division's computing support office