



CAMPUS OFFICE SERVICES &
RECORDS MANAGEMENT
OFFICE OF FINANCE AND BUSINESS SERVICES

FY15

DATE: _____

TO: Academic and Administrative Chairpersons / Directors

FROM: Irene O'Donnell
Director Campus Office Services

RE: Delegation of Designee for **Proftech.com Online Ordering System & JJC Online Stockroom**

Please Print Clearly:

DEPARTMENT NAME: _____

DEPARTMENT BUDGET CODE: _____

PRIMARY DESIGNEE (print name)

_____-_____-_____
Phone No.

Room No.

EMAIL ADDRESS

ALTERNATE DESIGNEE (print name)

_____-_____-_____
Phone No.

Room No.

EMAIL ADDRESS

Signature of Chairperson/Director

_____-_____-_____
Phone No.

Date

Print Name of Chairperson/Director

Please forward completed form to Estefania Di Bua, Administrative Coordinator of C.O.S. & R.R.
Rm. L2.67.00