

PaperCut MF – Charging to Other Accounts

If you are an account manager or an employee who needs to charge prints/copies to multiple accounts, please review the important Printing/Copying information below.



If you have questions about your Printing account, please contact the Support Center by email at support@svsu.edu, by phone at 989-964-4225 or x4225, or stop by Zahnnow Library, first floor.

Requesting Permission to Charge Outside of Your Department Account



If employees need to charge prints or copies to an account outside of their standard department account, they need to be granted permission by the associated account manager.



The account manager is responsible for requesting that permission be granted or revoked. **Requests must be submitted by the manager of the account number** indicated before it can be processed by IT Services.

- a) Login at <https://mySupport.svsu.edu>
- b) Select the “**Staff and Faculty Forms**” menu on the upper left part of the screen
- c) Choose “**PaperCut Shared Accounts**”
- d) Enter the account number and the list of employee usernames to Grant or Revoke permission
- e) Click “**Save**”

Charge Outside of Your Department Account



When charging to more than one account number, the situations listed below require permission to be granted by the account manager.

- Permission for an employee to charge printing/copying to accounts that are not standard department printing accounts, such as those used for grants, special projects, groups, RSOs, etc.
- Permission for Temporary & Pool staff to charge printing/copying to an account.
- Permission for Adjunct Faculty to charge printing/copying to more than their main department account.
- Permission for Students to charge printing/copying to a departmental account.
- Permission for Student employees to charge printing/copying to a specific/department account.



If a printer/copier is used exclusively by one department, all printing and copying can be setup to charge to that department’s account number. Send your request to ITS by visiting <https://mysupport.svsu.edu>



If an employee asks an individual to perform copy work on their behalf, the employee can share their PaperCut ID and PIN with that individual.