

# Application for Geisel Departmental/Org Account

Account Name Requested:

Account Requestor:

Email Address of Account Owner:

(Owner can be the requestor or the person who will manage the account.)

Rationale for Account:

Account Phone #: \_\_\_\_\_ Account Hinman Box: \_\_\_\_\_

Name of Department: \_\_\_\_\_

Account Status:  New  Renewal (If renewal, NetID: \_\_\_\_\_ )

The account will expire at the end of the period requested or a maximum of 12 months. If the account is for sponsored research, the account may be set up for the length of the award; see note in Major Unit Department Head signature section below for authorization information. This account is requested beginning \_\_\_\_\_ for a period of \_\_\_\_\_ months.

If at the time of expiration, the Responsible Party determines that the account is still necessary, he/she may submit a request to renew this account for an additional period of time, up to 12 months.

Department Head (print): \_\_\_\_\_

Department Head (signature) \_\_\_\_\_

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

Dean's Office Approver (print): \_\_\_\_\_

Dean's Office Approver (signature): \_\_\_\_\_

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

Please return the completed form to:  
Geisel HR Hinman Box 7060 or email: [geisel.human.resources@dartmouth.edu](mailto:geisel.human.resources@dartmouth.edu)

Effective: September 2021