Use this form to create or add funds to a cash account for the Net-Print service from CIT. Regular students have an additional option: having Net-Print charges billed to your bursar account.

Net-Print is a fee-based laser printing service that enables you to use any networked computer to send files over the campus network to laser printers in the CIT Student Labs and elsewhere. CIT Labs charge 9¢ per page for black and white printing (fees subject to change). Other labs may charge different rates. Visit [www.cit.cornell.edu/net-print/](http://www.cit.cornell.edu/net-print/) for printer locations and complete information about using Net-Print.

**To Open or Add Funds to a Net-Print Cash Account**

- Fill out this form completely in advance. *(Please do not wait until it is your turn at the Contact Center!)*
- Bring **exact cash amount** or **personal check** (made out to Cornell University). We cannot make change!
- Bring this form and your payment to the CIT Contact Center [HelpDesk], 119 Computing & Communications Center, Monday–Friday, 8:00 a.m.–5:00 p.m.
- Funds will be credited to your cash account within two business days.

**Notes about Cash Accounts**

- Funds deposited are not refundable.
- Funds left in your cash account at the end of a semester will be available for use the following semester or during the summer session if you are eligible to retain your Cornell NetID.
- Deposits will be credited to your cash account within two business days. We cannot promise to credit your account at the time you submit this form.
- If you have a negative balance, that amount will be deducted from your next deposit.

You can also add funds to your cash account with your credit card online. Your funds will be credited immediately. Visit [www.cit.cornell.edu/net-print/](http://www.cit.cornell.edu/net-print/) for details.

Please note that you can only use your credit card online, not in-person at the Contact Center.

**Receipt for Net-Print Cash Deposit**

<table>
<thead>
<tr>
<th>Received from:</th>
<th>NetID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount: $______</td>
<td>Cash □</td>
</tr>
<tr>
<td>CIT staff initials:</td>
<td>Date: ______</td>
</tr>
</tbody>
</table>

Please fill out both the receipt area above and the form below, except for the gray box at the bottom. You will keep the top part of this form. CIT will take the bottom.

**Net-Print Cash Account Funds Deposit**

Check one: □ new account □ addition to existing account

Name: ___________________________________________________________________________  NetID: ______________

Please print your name and NetID in all capital letters.

Amount of deposit ($1.00 minimum): $______  Check #: ______

I agree to the Net-Print terms and conditions as given at [www.cit.cornell.edu/net-print/terms.html](http://www.cit.cornell.edu/net-print/terms.html).

I understand that I will not get any unused part of my deposit back at the end of the session, but these funds will be available for my use the following semester or during the summer session if I am eligible to retain my Cornell NetID.

__________________________
signature

**Office use only**

Date received: ________  Data entry by: ________  Data entry date: ________

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11/2006