CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for Web Internal Charges (WIC) Access

1. ADD □	CHANGE \Box	DELETE \Box				
2. Employee□	Temporary□	Student□ Consul	tant¤		er	
				ny name)		
3. TO BE EFFEC		ng date://_				
			OR che	OR check if Employee		
NOTE: An ending	g date is required	unless the user is an E	mployee. This dat	e can easily be exten	ded by the Approver.	
4. User Informat	ion:					
Name: Last			First		Middle	
Mail Code: E-Mail:				CALTECH UID#		
Phone Ext			FAX			
Department						
Department Supervisor				Phone Ext		
5. Se	rvice Organiz	ation		Approval Signature		
6. REQUESTE	D BY: (print nam	e)			Phone ext.	
7. TRAINING	COMPLETED:					
signed:	Christine Ryan		date	d:_		
8. APPROVE	D BY:					
signed:			date	d: _		
	Matt Brewer or	Ana Ulloa				
AISO-15 Rev	vised: 9/10/2020		Mail completed form to Information Security, Mail Code 1-10			