



# BIENVILLE BUILDING MAILROOM

## BIN AUTHORITY AND AUTHORIZED BIN USERS

### REQUEST FOR CHANGE FORM

Date

Requesting Bin Authority and Bin #

Agency/Division/Bureau/Section/Unit

Bin Authority Phone Number

Bin Authority E-mail

New Employee

Request Type

Adding a Bin User

Removing a Bin User

Adding a Bin Authority

Removing a Bin Authority

Yes

No

Employee Name

Personnel Number

Phone Number

Cubicle/Office #

E-mail Address

Employee Signature

Bin Authority Signature

Appointing Authority Signature