



BIENVILLE BUILDING MAILROOM

BIN AUTHORITY AND AUTHORIZED BIN USERS

REQUEST FOR CHANGE FORM

Date

Requesting Bin Authority

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