



Add or remove ITS Billing Services invoice access authorization for the following individual(s). They are approved by a person with appropriate supervisory responsibilities in the Department specified.

Pinnacle Dept ID Number*	Service Requests		Invoice Access		NU ID	Name	Email address
	Add	Remove	Add	Remove			

\* The department ID is a six-digit number that can be found in Pinnacle by a current authorized user or listed on the department invoice.

**Please email the completed form to [its-billing@nebraska.edu](mailto:its-billing@nebraska.edu)**

**Authorization by**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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