




Fees, Income and  
Credit Control Office

## Online Store - User Request Form

## Form A

| Staff Details  |  |
|--|--|
| Staff Name   |  |
| LSE Username   |  |
| E-mail   |  |
| Phone  |  |
| Staff ID   |  |
| Room / Building Location   |  |
| Department Details   |  |
| Department or Division   |  |
| Section or Team  |  |
| Name of Budget Holder  |  |
| I confirm that I am the budget holder/have permission from the budget holder to submit this request. In submitting this request, I confirm that we/I have read and understood the external store policy. Further I confirm that I have read and understood the Online Store Staff User guide and procedures. |  |
|  |  |
|  <b>all applicable</b>  |  |
| <b>Expected Store Activities –</b>   |  |
| Non chargeable items   |  |
| Products   |  |
| Events   |  |
| Student / Individual Related   |  |
| Commercial / Business Related  |  |