California Maritime Academy
Exchange: Mailbox Space Increase Request
For Individual Users

Mailbox UserID (e.g. jdoe): ______________________

- Why is extra mailbox space necessary? (Research project, classroom lessons, book, etc.)

______________________________________________________________________________
______________________________________________________________________________

- How much additional mailbox space is requested?

______________________________________________________________________________

- How long will additional mailbox space be required? (please circle)
  30 Days    End of Semester    End of Academic Year    Other: ______________________

- Is this Mailbox accessed by more than one person? (please circle)    Yes    No
- If Yes, Please list names below:

Applicant Name (Print) ____________________________ Applicant Signature ____________________________ Date __________

Department ____________________________ Office Phone# __________
Department Head Signature
(required signature signifies approval)

IT Director Signature
(required signature signifies approval)

Tom Morgan Signature
(required signature signifies approval)

Date Completed: ________________
By: ____________________________