

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: _____