Iron Mountain - Request to Add New Department

The department represents a unit of a division to which records of stored items are assigned. For example; Boundary Trails Health Centre (the division), Health Information Services (the department).

Date of Request: _____

INFORMATION (please print)

This information will be submitted to the Account Manager at Iron Mountain.

Department Name: _____

Accounting Code:
(Department/Program GL Code(five digit code):_____

Division: _____

Manager: _____

Email address: _____

Billing Address: _____

Postal Code: _____

Phone #: _____

Fax #: _____

Authorizing Signature: _____
                                   Department Manager/Program Lead or Designate

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