

AFL/I2I Lab - Account Verification Form

Purpose: to verify account information for charges that you may incur for services of the I2I Lab or AFL. Other documentation may be needed to itemize specific charges that you may incur.

Instructions:

1. Please complete Part A of this form.
2. Have the person in charge of the account sign the form.
3. Have the Business Office of the department in charge of the account sign the form.
4. Deliver it to the I2I lab or AFL so that services can begin.

Note: services in the I2I Lab or AFL cannot begin until this form is signed by BOTH parties (steps 2 and 3 above).

Part A: (please provide the following information)

1. Which Lab? (please circle)	I2I lab	AFL		
2. Brief description of requested services				
3. Name of person(s) requesting services				
4. School/Organization				
5. Account Information	Fund	Cost Center	Order	SIO
6. Charges not to exceed				
7. Account Professor/PI/Signature <small>(you are signing that above account is valid and may be charged).</small>				Date:
8. Business Office - Signature <small>(you are signing that above account is valid and has appropriate funds).</small>				Date:
9. Business Office - Account Expiration Date				

Part B (for lab use only)

Date received with all signatures	
Job ID (if applicable)	
Other Information	