



Materials Characterization, Analysis and Fabrication Core (MCAF)

BILLING AUTHORIZATION FORM

This form authorizes the RCA Materials Characterization, Analysis and Fabrication Core (MCAF) Service/Recharge Center to electronically bill the funding indicated below for tool use and other service/recharge center charges incurred by your department when the indicated billing code is used by your group members. Billings will be charged monthly for the previous month's usage. A billing statement will be emailed to you for your review showing the charges that were billed.

GROUP MEMBERS WILL NOT BE ALLOWED TO USE SERVICE/RECHARGE CENTER TOOLS UNLESS THEY KNOW THE 3 LETTER BILLING CODE AS ENTERED ON THIS FORM. DEPARTMENTS MUST HAVE A PROPERLY SIGNED BILLING AUTHORIZATION FORM ON FILE IN ORDER TO USE THE SERVICE/RECHARGE CENTER. PLEASE COMPLETE A SEPARATE FORM FOR EACH FUNDING SOURCE YOUR GROUP MEMBERS WILL USE FOR TOOL/SERVICE CHARGES.

PI Name:
Department Name:
Campus Address:
Email:
Office Phone
Billing Contact Name:
Email:
Office Phone

GROUP MEMBERS MUST ENTER THIS BILLING CODE IN THE BOOKITLAB SYSTEM TO INDICATE WHAT FUNDING WILL BE CHARGED FOR THE USE OF THE TOOL OR SERVICE

Funding:
Fund # Dept # Program Project
3 LETTER BILLING CODE
Project End Date:
X
Funding Authorized: Date:
Signatory must have the authority to approve depletion of funds.
Please Print Name:

SUBMIT COMPLETED AND SIGNED FORM TO ANGELA EVANS (angela.evans@ndsu.edu)