

User Request for Chemistry Service Center

Request: Add a new user Request a current/previous user for the new fiscal year: FY _____

Date _____ Service Center Name _____

User Information:

Company Name: _____

Department: _____

Address: _____

Phone: _____ Fax: _____

Contact Person: _____ Email: _____

User Billing Information:

 Department: _____

Address: _____

Phone: _____ Fax: _____

Contact Person: _____ Email: _____

Billing Notes: _____

User type (check one): UH user Non-UH Academic user Industry user (off campus vendor)

Billing Rate to be charged \$ _____ per hour/experiment. Other (specify) _____

NOTE: An Indirect Cost (IDC) rate is charged for all services rendered for off campus vendors. The IDC rate is calculated upon invoice creation and based off the total billing amount. Current IDC rate:

Estimated Recovered Cost Chart	Estimated # of hours per month	# months remaining in fiscal year - ends 8/31	Current billing rate	= Estimated Recovered Cost (multiply by IDC rate above for estimate total)
		x	x \$	= \$

Requested by (Print Name): _____

Signature: _____ Date: _____

For Department Office Use Only: If there is a current approval to sale to the user type indicated above, there is no need to obtain further approvals unless:

- The new user falls into a type or category that differs from the original group of non-UH affiliated third parties that were listed as examples in the service center's original request (i.e., the new user is a corporate entity and not an institution of higher education engaged in sponsored research activities).
- The new user will be charged a rate that is not included in the current Billing Rate Proposal.
- Estimated total recovered costs from the new user will materially increase the total recovered costs for the service center for the current fiscal year. (i.e., Will the anticipated recovered costs from the new user result in the service center over-recovering costs for the current fiscal year? If so, then the billing rates for all goods and/or services may need to be adjusted.)

Action to be taken: Determine if further approvals are required as indicated above:

- New user is in an approved category listed in the current billing proposal. Yes No. If no, submit a request to provide services to a new category not disclosed in the original billing proposal.
- New user will be charged the current billing rate. Yes No. If no, submit a request for a new billing rate.
- Estimated Recovered costs for user category: UH Non-UH Academic Industry

	All Shops	Shop: _____
Estimated Recovered Costs (per approved Billing Proposal)	\$	\$
Recovered to date (actual \$ _____ + outstanding \$ _____)	\$	\$
Difference	\$	\$

This _____ will / _____ will not materially affect the current total recovered costs. If it will, revise the billing rate to ensure there is no material over-recovery of costs. **Further approval from Division of Finance/Cost Accounting is required:** Yes No

Add to Department Service Center Customer database/listing. Done by _____ Date: _____

Other: _____