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| Facilities Use Only |
| Work Order # _____ |
| Sales Order # _____ |

RF & UBF Service/Material Authorization Form

(to be sent with original Service/Material Request)

Name of Requestor _____

Service/Material Requested _____

ACCOUNT INFORMATION:

Account # _____

Dept. Name on Acct. _____

Billing Contact Name _____

Address _____

Phone _____

RF - PI or Delegate Authority / UBF – Department Head

Name _____

Signature _____

signature authorizes request & payment

Date _____

**Please fax this Authorization Form to:
Customer Service at 645-5965 for work order requests or
Central Stores at 645-3895 for paper & custodial supply orders**

Requests will not be processed until this form is completed & returned