

# REQUEST FOR TECHNICAL STAFF SERVICES

## SCHOOL OF ENGINEERING AND APPLIED SCIENCES

<b>REQUESTOR INSTRUCTIONS</b>  1. COMPLETE TOP OF FORM ONLY. 2. THIS FORM ALSO SERVES AS AN INVOICE AFTER WORK IS COMPLETED 3. ATTACH PERTINENT MANUALS, DRAWINGS, ETC. 4. ALL REQUESTS REQUIRE AUTHORIZED SIGNATURE 5. CHECK IF ESTIMATE NEEDED  6. DESCRIPTION OF REQUEST    	DATE OF REQUEST _____ FACULTY SPONSOR _____ DEPT _____ PHONE _____ CONTACT PERSON _____ EMAIL _____ PHONE _____ ACCOUNT NUMBER _____ CATEGORIES OF WORK FUNDED RESEARCH UNFUNDED RESEARCH NEW FACULTY START-UP WORK EDUCATIONAL WORK CLUBS COST ESTIMATES: LABOR _____ MAT'LS _____ ESTIMATOR _____ WORK AUTHORIZED _____
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Description of Work Completed	Labor/Materials	Units	Price	Total	
Completed by _____ Date _____	Supervisor _____		Total		

<b>INVOICE</b>				Date: _____	
<b>CUSTOMER INSTRUCTIONS</b> 1. Indicate your account number in the block "Charge Code No." 2. Sign (lower left). 3. Keep a copy for your records. 4. Return completed form to: <div style="text-align: center; margin-top: 10px;">             DEAN'S OFFICE - Terri Nusstein              SEAS, FIRM UNIT              208 Davis Hall, North Campus           </div> <p>All costs charged are in accordance with the Center's established rate approved by Financial Services</p>					
Charge: Code No.	Amount	Posted Charge _____	Credit: Code No.	Amount	
		Posted Credit _____			
Goods or services received		Approved	Goods or services rendered		
X _____ customer/project director		X _____ customer/project director	X _____ head of department		