

# Department of Materials Science and Engineering

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## BILLING AUTHORIZATION FORM

Principal Investigator		Phone	
Department/College		Campus Box	
Authorized User		Authorized User Email	
Project #	Begin Date mm/dd/yy	End Date mm/dd/yy	Max Amount
Service Center/Equipment Name			

The Department of Materials Science and Engineering (MSE) may charge the **Project Number** indicated by an amount up to the **Maximum Amount Authorized** for services and consumables provided to the **Authorized User**. All charges by MSE will only be for services performed and/or for consumables used. Services will be charged at currently applicable MSE use rates and consumables will be charged at a rate that covers the cost of providing the consumables. No modifications of instrumentation or procedures are allowed without written MSE approval.

If desired, the **Principal Investigator** may give written signature power to an authorized user for Project numbers for which the Principal Investigator is responsible. Only then will signatures other than that of the Principal Investigator be accepted.

Failure to provide a **Maximum Amount Authorized** implies that no limit has been set by the **Principal Investigator** on services or consumables that may be purchased from the Materials Science & Engineering department by the **Authorized User**.

A **one hour minimum** charge will be assessed for all instrumentation use time and Department of Materials Science and Engineering operator time. Time that was scheduled and not utilized where there was no cancellation within at least 24 hours notice may be charged.

The principal Investigator will provide an acknowledgement of MSE contributions in any publication or presentation utilizing data provided by MSE. References to these publications will be provided to MSE by the Principal Investigator in a timely manner.

### Signatures

Principal Investigator	(your signature is authorization for billing)	Date
Authorized User		Date
Accounts Manager	(your signature is authorization for billing)	Date

#### PLEASE NOTE:

Billing Authorization Forms are only valid for 1 year from the start date. If a start date and end date are not supplied we will enter one based on the date of the signature.