

# Research Stores

## FY 2018 - UPDATE AUTHORIZED USER LIST (must have existing account)

|                       |                  |
|-----------------------|------------------|
| 1. Last Name _____    | First Name _____ |
| E-mail address: _____ |                  |

|                           |       |
|---------------------------|-------|
| 2. Department & Mail Code | _____ |
|---------------------------|-------|

**AUTHORIZED USERS:** persons authorized to make purchases on this account during FY18 (9/1/17 - 8/31/19):

|          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |

I will be responsible for paying all charges to my account if charged by myself or an authorized user. I will notify Research Stores when users are no longer authorized and/or when new users need to be added.

Type your Initials: \_\_\_\_\_ Current Date \_\_\_\_\_

### TERMS AND CONDITIONS

An invoice is sent at the beginning of each month to your Department for the previous month's charges. Payment is due within 30 days of the invoice date. Failure to process and approve the charges may result in a credit hold on your account.

Do not short pay or alter the invoice. Credits are posted when brought to our attention, can not be back dated and will appear on next month's invoice.

For billing questions, credits, pricing discrepancies and returns call:

Walter Tibbs: x32645 or e-mail: wtibbs@uh.edu