

MRF ACCOUNT INFORMATION FORM

Please fill out and complete this form.

USER INFORMATION:

USER'S NAME: _____ CATEGORY: _____

USER'S E-MAIL: _____ PHONE #: _____

USER'S DEPARTMENT: _____ OFFICE: _____

SUPERVISOR'S NAME: _____ TITLE: _____

SUPERVISOR'S E-MAIL: _____ PHONE #: _____

SUPERVISOR'S DEPARTMENT: _____ OFFICE: _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____

PROJECT ACCOUNT INFORMATION:

PROJECT DESCRIPTION NAME: _____

PROJECT ID CODE, ACCOUNT # OR PO#: _____ EXPENSE LIMIT: _____

PROJECT START DATE: _____ EXPIRATION DATE: _____

PROJECT DESCRIPTION: _____

Please complete the following information if the Authorizing Account Holder of this Project is not the User's Advisor

AUTHORIZER'S NAME: _____ TITLE: _____

AUTHORIZER'S E-MAIL: _____ PHONE #: _____

AUTHORIZER'S DEPARTMENT: _____ OFFICE: _____

AUTHORIZER'S SIGNATURE: _____ DATE: _____

Please note that University of North Texas's terms are NET30. All MRF invoices must be paid within 30 days of invoice date. Invoices that are past due over 60 days will result in suspension of user access until all outstanding invoices are paid in full.