

Materials Science and Engineering
MSE Fixed Fee-For-Service COA Authorization

New Authorization

COA Change/Renewal

PI's Department: _____ Date: _____

I, (Printed Name of PI or Advisor) _____, acknowledge:

- Payment of \$500 per academic year at the beginning of the membership renewed annually*
- Billing period will begin 7/1 and end 6/30 (billing will be processed in first two weeks of July)
- Rates may be pro-rated for any late or early memberships outside regular billing period

Join Date: _____ Termination Date (if applicable): _____

COA for use of Facility and Training Charges:

Entity: _____ Fund: _____ Activity: _____ Function: _____

Program: _____ Project: _____ Flex 1: _____ Flex 2: _____

Signature of PI (or Advisor)

Signature of PI's Dept. Financial Analyst or
Financial Administrative Officer

*Any increases in annual fee will be communicated before the beginning of new billing period

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NOTES (FOR ADMIN USE ONLY):