

## RF & UBF Service/Material Authorization Form

Name of Requestor: \_\_\_\_\_

Service/Material Requested:

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### ACCOUNT INFORMATION:

Account #: \_\_\_\_\_

*\*If RF sponsored account, please describe how this charge is applicable to the grant:*

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Name of Department: \_\_\_\_\_

Billing Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### RF – PI or Delegate Authority / UBF – Department Head

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Signature authorizes request & payment*

Date: \_\_\_\_\_

After placing your work order request with Facilities Customer Service, please scan and email this form to: [custserv@facilities.buffalo.edu](mailto:custserv@facilities.buffalo.edu) or fax to 716-645-5965

*(NOTE: This is not a work order; please call Customer Service at 716-645-2025 or visit our website at [buffalo.edu/facilities](http://buffalo.edu/facilities) to place your order)*