

Characterization Facility

University of Minnesota Users Only Billing Form

Please provide this form to your departmental accounting staff. If you are using a Sponsored account fill in the project field, if you using a Non-Sponsored account, fill in the program field, and if you are using a Cost Share account, fill in the program, projects, and cost share field with CS. **All information must be provided or form will be disregarded.**

User Name _____

Department _____

Faculty member associated with this funding _____

Nickname for Account (10 characters maximum) _____

This account is in effect until (date)* _____

EFS Account String:

Fund (Required)	DeptID (Required)	Account (Required)	
----	-----	<u>720403</u>	
Program	PCBU	Project	Act
-----	<u>UMSPR</u>	-----	<u>1</u>
CF1 (if applicable)	CF2 (if applicable)	EmplID (if applicable)	CS
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User Departmental Accounting Staff

Name of Departmental Staff providing account to user _____

Date _____ Signature _____

Phone _____ Fax _____ E-mail _____

Date entered into JAWS & Initials: _____

*Required. Billing account strings will be deactivated upon expiration date. The user and user department are responsible for providing updated EFS-billing information five business days in advance of the expiration date to ensure uninterrupted service. The CharFac requires three business days to edit or set up billing strings.

If an invoice for billed work or purchased products returns as a voucher error, the user account will be deactivated until a valid account is provided. If an invalid EFS string is provided for a service charge the user will be charged the hourly rate for the length of time it takes to correct it.