

Internal Client Authorization Form

Account Holder Information:

Name:			
Department			
Faculty:			
Phone:		Fax:	
Room / Building:		E-mail:	
Alternative Contact ¹:		Alternative Contact Ext.:	

¹ – If you would like, you may appoint an alternative contact individual for us to contact if a problem or question arises pertaining to your account. All Chemical Control Centre account statements will continue to be sent to the account holder.

Individuals are provided with the opportunity to apply charges to any of your internal accounts listed on the University of Windsor Financial Information System at the time of ordering.

PLEASE INFORM YOUR STUDENTS WHICH ACCOUNT IS APPROPRIATE FOR USE IN THE ACQUISITION OF MATERIALS FROM THE CHEMICAL CONTROL CENTRE

² – Please note that some accounts do not allow the acquisition of consumable items (i.e. NSERC Equipment Grants, etc.).


Please allow the following individuals to acquire scientific materials from the Chemical Control Centre's inventory:

Last Name	First Name	Student/ Employee Number	Ext.	UWin ID /E-mail³

³ – Our office will not accept any electronic orders by email which do not originate from a University of Windsor email address.

(Continued on reverse)

Administrative Options:

Action	
Please inactivate my customer profile at the Chemical Control Centre . Additional charges may not be placed on this account from the date this form is received.	
Please remove the following individuals from my account profile : 1. 2. 3.	
Please re-active my customer profile at the Chemical Control Centre .	

Account Information:

1. At the end of every fiscal year new account authorization forms will be sent via inter-office mail for renewal. Failure to renew the account will cause a temporary hold on all charges until an updated authorization form is received.
2. Authorized individuals must complete the University of Windsor's on-line WHMIS training course (www.uwindsor.ca/whmis).
3. All students must present either a "Chemical Control Centre" ID Card or UWinCARD to be able to sign-out any loaner items. UWinCARDS are available from the UWinCARD Office (Room B104, Lower Level / CAW Student Centre).
4. At any time you may change your account profile by resubmitting a new account update form or by e-mailing the Chemical Control Centre (ccc@uwindsor.ca).
5. Any questions or comments regarding your account should be directed to Chris Busch (Manager – Chemical Control Centre) at ext. 3523, option # 3 or by e-mail (cbusch@uwindsor.ca)

By approving this form you authorize the Chemical Control Centre to make the above noted changes on your account. The invoiced costs associated with the acquisition of items are applied to your account on a weekly basis. You can view these charges on-line by visiting www.uwindsor.ca/fis. In addition, you will receive a monthly summary of all charges electronically by e-mail. Please note that all research related expenses are posted to object 8422.CCC.

NAME:	
SIGNATURE:	
DATE:	

Signature not required if submitted on-line from a University of Windsor email account.