|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Service Center Name | | Click here to enter text. | | |
| Cost Center | | Click here to enter text. | Speed Type | Click here to enter text. |
| Contact Name | | Click here to enter text. | Email address | Click here to enter text. |
| Account Code | | Click here to enter text. | **Telephone Number** | Click here to enter text. |
| **SC Vendor Approvers** | | | | |
| **Role** | | **Name** | **Employee ID** | |
| Creator | | Click here to enter text. | Click here to enter text. | |
| Department Approver | | Click here to enter text. | Click here to enter text. | |
| Intermediate Approver | | Click here to enter text. | Click here to enter text. | |
|  | | | | |
| Does the department have to provide an order form? Choose an item.  Enter any specific instructions or comments.  Will a price list be provided? Choose an item.  Enter any specific instructions or comments.  Will an invoice or receipt be provided? Choose an item.  Enter any specific instructions or comments.  Is prepayment required? Choose an item.  Enter any specific instructions or comments. | | | | |
| Email completed form to General Accounting, [mdavila5@uh.edu](mailto:mdavila5@uh.edu)  DO NOT WRITE BELOW THIS LINE | | | | |
| General Accounting will review form for completeness and submit to Accounts Payable to set-up vendor.  Accounts Payable will review form and create SC vendor with provided information.  Accounts Payable will submit this form to General Accounting with SC vendor number assigned to service center.  Enter SC Vendor Number for service center.  General Accounting will provide service center contact with assigned SC vendor number. | | | | |
| General Accounting Reviewed By | Click here to enter text. | | Date | Click here to enter a date. |
| Accounts Payable Set-Up By | Click here to enter text. | | Date | Click here to enter a date. |
| Service Center Notified By | Click here to enter text. | | Date | Click here to enter a date. |