

## Service Center (SC) Vendor Set-Up Request

*Service centers and auxiliary departments must be set up as a service center vendor to process payments via an SC voucher for goods or services purchased by UH and UHS departments. General Accounting is responsible for reviewing and approving SC vouchers submitted into workflow.*

<b>Service Center Name and vendor ID if exists</b>	UH Animal Care		
<b>Service Center Physical Address, include city, state, zip code</b>	10 Science & Research Bldg 2 Houston, Texas 77204-5036		
<b>Cost Center</b>	2060 H0240 F1050 NA	<b>Speed Type</b>	17829
<b>Account Code</b>	50050	<b>Email address</b>	FIlname@Central.UH.edu
<b>Contact Name</b>	FI Lname	<b>Telephone Number</b>	713.743.1234
<b>SC Vendor Approvers</b>			
<b>Role</b>	<b>Name</b>	<b>Employee ID</b>	
<b>Creator</b>	Sally Fields	1234567	
<b>Department Approver</b>	John Johnson	7654321	
<b>Intermediate Approver</b>	Don Michaels	9182736	
<p>Does the department have to provide an order form? No  <u>NA</u></p> <p>Will a price list be provided? No  <u>Generic price list provided on invoice.</u></p> <p>Will an invoice or receipt be provided? Yes  <u>Invoice must be provided. If invoice is not provided an itemized receipt must be uploaded.</u></p> <p>Is prepayment required? Yes  <u>NA</u></p>			
<p><b>Email completed form to General Accounting, <a href="mailto:jfloyd@uh.edu">jfloyd@uh.edu</a></b>  <b>DO NOT WRITE BELOW THIS LINE</b></p>			
<p>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.  <u>Enter SC Vendor Number for service center.</u>            General Accounting will provide service center contact with assigned SC vendor number.</p>			
<b>General Accounting Reviewed By</b>	Click here to enter text.	<b>Date</b>	Click here to enter a date.
<b>Accounts Payable Set-Up By</b>	Click here to enter text.	<b>Date</b>	Click here to enter a date.
<b>Service Center Notified By</b>	Click here to enter text.	<b>Date</b>	Click here to enter a date.