



ITS For-Fee Services Request Form

All applicants requesting for-fee account services from Information Technology Services who are funded by a departmental funds, a contract, or a grant must have an ITS Charge Account established in order for the charges to be billed. This account will expire on the specified termination date; one year or less from the end of the current month. All computer use on this account will be directly billed on a monthly basis in accordance with procedure #CR2069 dated 08/04/1993.

Check One: New Account (fill out all information below) Current Account Number: _____

ITS Financial Account Sponsor/Supervisor (must be a full-time Penn State Employee) Last Name/First Name/Middle Initial:	Campus	Office Phone	PSU ID	PSU Access Account User ID

I agree to abide by the conditions set forth in The Pennsylvania State University Policy AD20 and the EDUCOM statement on using software in my use of all computer and network resources. I understand that access to the network and other information services is a privilege and not a right. Violation of policy or law may result in suspension of network access or other information services privileges, disciplinary action, and legal proceedings. Relevant policies are referenced at [ITS Policies, Guidelines, and Laws](#) and in the administrative offices of colleges and department.

ITS Financial Account Sponsor/Supervisor Signature (***REQUIRED**)

Access Account User ID
(***REQUIRED**)

Date

Enter Title For This Account:			
<input type="checkbox"/> Check here to agree to be billed for all services under this account	Account Termination Date (up to one year from creation): (MM/DD/YY): _____ Note: General Accounts no longer need to expire at the end of a fiscal year		
Billing Contact (individual who resolves monthly billing in IBIS):	Full Name:		User ID:

BUDGET/FUND INFORMATION (required for new accounts only)

Dept Ref #	Dept. # (Required)	Fund Name (Required)	Fund # (Required)	Object:
8978				407

This expenditure supports our objectives and complies with University policies and procedures.

Sufficient funds are available for this expenditure.

Budget Admin./Exec. Signature (***REQUIRED**) Date

Financial Officer Signature (***REQUIRED**) Date

Access Account user ID (***REQUIRED**)

Access Account user ID (***REQUIRED**)