RF Account #: _____ **Contact Person/Ext:** _____

Mail bill to: _____

AUTHORIZED RESEARCH FOUNDATION TELEPHONE USAGE CARD

This form is to permit Project Directors to authorize apportionment of telephone charges among one or more Research users, if different Project Directors are using a common telephone number, or among several grants with the same Project Director.

A separate card is needed for each RESEARCH ACCOUNT NUMBER. All items, including signature must be completed. Telephone Bills will be submitted to the first named Project Director for approval.

Charges will be apportioned according to the percentage shown and charged to the R/F Account number shown. The State account will be automatically charged if the R/F Account cannot bear the cost, for any reason.

DEPARTMENT NAME	**ZIP**	**FAX NUMBER**	**STATE BUDGET ACCOUNT NUMBER**

Typed Name of Project Director	RF ACCT #	%	Sponsor	Authorized Start Date From	To	Project Director Signature

Extensions to be charged:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Please note if extensions were previously billed to another grant/state account.

Please check only one box:

IDC Award 45916 ☐

If you check this box send or fax (2-9086) form to TeLNeT

Sponsored Research Award

☐ Toll Calls Only

☐ Exception (All Charges)

Non-Sponsored Research Award

☐ S & F

☐ Royalty

☐ Other

GRANTS MANAGEMENT:

_____

SIGNATURE

_____

DATE

Reviewed by Department Chairperson:_____

Rev 04/06