

Materials Science and Engineering  
MSE Fixed Fee-For-Service COA Authorization

New Authorization

COA Change/Renewal

PI's Department: \_\_\_\_\_ Date: \_\_\_\_\_

I, (Printed Name of PI or Advisor) \_\_\_\_\_, acknowledge:

- Payment of \$750 per academic year at the beginning of the membership renewed annually\*
- Billing period will begin 7/1 and end 6/30 (billing will be processed in first two weeks of July)
- Rates may be pro-rated for any late or early memberships outside regular billing period

Join Date: \_\_\_\_\_ Termination Date (if applicable): \_\_\_\_\_

COA for use of Facility and Training Charges:

Entity: \_\_\_\_\_ Fund: \_\_\_\_\_ Activity: \_\_\_\_\_ Function: \_\_\_\_\_

Program: \_\_\_\_\_ Project: \_\_\_\_\_ Flex 1: \_\_\_\_\_ Flex 2: \_\_\_\_\_

\_\_\_\_\_  
Signature of PI (or Advisor)

\_\_\_\_\_  
Signature of PI's Dept. Financial Analyst or  
Financial Administrative Officer

\*Any increases in annual fee will be communicated before the beginning of new billing period

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NOTES (FOR ADMIN USE ONLY):