

CORE FACILITY MANAGEMENT SYSTEM

Joseph Stokes Jr. Research Institute

External Account Registration

Principal Investigator:		
	<i>First Name</i>	<i>Last Name</i>
<u>Institution</u> <input type="checkbox"/> PENN <input type="checkbox"/> Other <i>(specify)</i>	Address:	
	Phone/Fax:	
	email:	
PI Signature:		

Business Manager:		
	<i>First Name</i>	<i>Last Name</i>
	Address:	
	Phone/Fax:	
	email:	
Bus. Mgr. Signature:		

Account Information:	<input type="checkbox"/> Fixed Amount: \$	<input type="checkbox"/> PO #:
	<input type="checkbox"/> Expiration Date:	

Payment Method	<input type="checkbox"/> Credit Card or <input type="checkbox"/> Invoice														
"Bill To" Address if via Invoice:	<input type="checkbox"/> Use Bus Mgr Address														
Credit Card Information	VISA MasterCard Expires (mm/dd/yy):														
	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: none; text-align: center;">—</td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: none; text-align: center;">—</td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> </tr> </table>					—					—				
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Name on Card (print):															

Core(s):	<input type="checkbox"/> Bioinformatics r CRU <input type="checkbox"/> Animal Facility <input type="checkbox"/> BSL3 Cell Sorting <input type="checkbox"/> Confocal Microscopy <input type="checkbox"/> Flow Cytometry <input type="checkbox"/> Mass Spectrometry	<input type="checkbox"/> NMR <input type="checkbox"/> Nucleic Acid/Protein <input type="checkbox"/> Protein <input type="checkbox"/> Pathology <input type="checkbox"/> Transgenic <input type="radio"/> Mitochondrial
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Authorized Users: (Print names of each person authorized to charge to this account in this/these cores.)		

Completed form may be faxed to (267) 426-7380 Att'n. Lori Irvin.

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Instructions for Completing External Account Registration Form

Investigators complete this form to register for use of Stokes Core Facilities. Registration must be completed *before* services are provided by any listed Stokes Core Facility.

Complete and sign this form and deliver to Lori Irvin in Research Administration (via fax is fine). Once registered, the account will be available for recording services by staff in any of the cores marked on the form.

Account registration will terminate automatically based on either the dollar limit or expiration date, whichever becomes limiting first. Automatic advance notification of impending expiration will be sent via email.

Questions may be directed to Lori Irvin at (267) 426-7795.