



Office of Material Control & Property Inventory  
 Central Receiving Building  
 Phone: (256) 824-6315  
 Fax: (256) 824-7448

**Change of Account Number for Billing of Containerized Gas Cylinder Rental Fees**

Complete this form to authorize change to departmental account number(s) used in the billing of containerized gas cylinder acquisition and rental charges/fees. The UAH Material Control Office will initiate completion of this form following expiration of an existing account, or when an existing account is changed for other administrative reasons. **THIS CHANGE FORM IS NOT VALID UNLESS IT BEARS THE SIGNATURE OF THE BUDGET UNIT HEAD.** The original copy of this form must be filed in the Material Control Office, Central Receiving Building (CRB). Please direct questions and/or concerns to Warehouse Operations, 824-6315.

**NOTE: ANY ORGS/FUNDS FOUND TO BE INACTIVE OR NOT DATA-ENTERABLE WILL BE CHARGED BACK TO YOUR HOME LABOR ACCOUNT.**

Expired Account Number	New Account Number
Principal User/Responsible Person	Date of Requested Change
	\$
Quantity Gas Cylinders	Monthly Rental Fees/Charges
Name of Department	Building/Room Number

Reason for Change of Account Number:

Printed Name of Principal User and/or Responsible Person	Printed Name of Budget Unit Head
Signature of Principal User and /or Responsible Person	Signature of Budget Unit Head

**NOTICE: THIS FORM MUST BE COMPLETED WITHIN 5 CALENDAR DAYS FOLLOWING EXPIRATION AND/OR CHANGE OF DEPARTMENTAL ACCOUNT NUMBER(S).**