



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 numbers 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 NUMBERS.