

High Density Electronics Center

USER INFORMATION SHEET

To properly bill for use of the Fabrication Lab, the information requested below is required. By providing this information you are authorizing this student to charge the research grant/account you specify. Periodically an invoice will be provided to the principal investigator and an internal invoice will be processed on the BASIS system. For external clients, an invoice will be processed and mailed to the address provided. Lab rates for HiDEC laboratory facilities are given in the table below. Note hourly charges are billed on a quarter hour basis.

Activity	Description	User Categories	
		Academic/ (Direct cost/no overhead)	Supporting Members Non-member (Includes 42% overhead)
Laboratory Time	Base Time	Up to 25 hrs/mo.	0 - 50 hrs/mo.
	Time cap	25 - 50 hrs/mo.	50 - 160 hrs/mo.
	Excess hours	> 50 hrs/mo.	>160 hrs/mo.
Laboratory Rates	Base Rate	\$45.00	\$64.13
	Cap rate	\$1,125/mo.	\$3,206/mo.
	Excess hours rate	\$4.50	\$6.41
Staff support	Fabrication/Training	\$65.00	\$92.62
	Assembly/Design	\$50.00	\$71.25
Misc. charges	Supplies	At Cost	Cost + 42%

Student Information:

Last Name: _____	Office Location: _____
First Name: _____	Office phone: _____
Degree/Title: _____	E-mail: _____
Department: _____	Webpage: _____

Principal Investigator Information:

Last Name: _____	Phone: _____
First Name: _____	E-mail: _____
Department: _____	Project Name: _____
Address: _____	Cost Center#: _____
City/State/Zip: _____	

Principal Investigator (Signature)

Date

For Internal Office Use only:

Fund Code: _____