

Department of Physics & Astronomy Electronics Shop Stores Account Application

PRINCIPAL INVESTIGATOR _____
(PERSON RESPONSIBLE FOR PAYMENT)

DEPARTMENT _____

TELEPHONE _____ **FAX** _____

EMAIL _____

CAMPUS BILLING ADDRESS _____

VALID UNIVERSITY ACCOUNT # _____

PASSWORD (LAST NAME OR SOMETHING SIMPLE TO REMEMBER)

AUTHORIZED ACCOUNT USERS (DOOR ACCESS)

1) _____

2) _____

3) _____

The store operates on the honor system. All items taken from the store must be logged into computer using the account login. This insures an accurate inventory and helps us keep the bins full. If for some reason then computer is not operating then a paper invoice can be filled out and turned in.

Items are purchased by entering in the login, the customer's name, the item stock number (found on the drawer dividers) and the quantity. When all items are entered, select log out and a box should pop saying how many items have been added to the data base.

ACCOUNT HOLDER SIGNATURE

Send this completed form via email to spayne@physics.tamu.edu or fax to 979.845.2590