

Cash Account Application

Company:				
Nature of Business:				
Business Address:		City:	State:	Zip:
Contact Name:		Contact Telephone:		
Email Address:				
Accounts Payable Telephone:				
Alternate Contact:		Alternate Contact Telephone:		
PPM Point of Contact:				
Purchasing Point of Contact:				

Forms, notices and payment are made to:

University of Rochester
Information Technology Services
Networking & Communications Services
PO Box 278937
Rochester, NY 14609

This contract requires an Information Technology Service Request (ITSR) to initiate service. **Until services are canceled in writing with the University, you are responsible for all expenses charged to your account.**

Name of Requestor (Printed): _____ Title: _____

Signature of Requestor: _____ Date: _____

For assistance:

Email: ITSHelp@rochester.edu

Phone: x52000 or x44357

5/1/2006

Web address of Form

Office Use Only			
Received By: _____	Date Received: _____	ITSR: _____	
Type of Account: <input type="checkbox"/> Student	<input type="checkbox"/> Vendor	<input type="checkbox"/> Affiliate	<input type="checkbox"/> Other
Cash Account Number: _____	On Site: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Start of Service: _____	End of Service: _____		
Notes:			

Cash Account Application

Information Technology Services Networking & Communications Services Agreement

University networking and communications services are available to customers that remain in good standing. Application for these services is an application for credit. In support of services being rendered to [me / us], [I / we] understand that [I / we] must abide by the terms and conditions stated below. Termination of service may occur without advance notice if the terms and conditions of this agreement are compromised or violated.

- 1) My University of Rochester services are not transferable. I will terminate my service by notifying ITS/Networking & Communications Services in writing.
- 2) I understand that misuse of any of the contracted services or equipment associated with those services can result in termination of my service.
- 3) Vandalism, abuse, or theft (by the user) of equipment will incur a fee equal to the replacement value of the equipment. It will also jeopardize the availability of University-provided service.
- 4) All service charges, recurring charges, local and long-distance call charges made using university-issued equipment will be charged to my account. I will receive a monthly itemized statement of these charges from ITS/Networking & Communications Services. Billing for all charges will be done on the same statement.
- 5) The statement will be sent to the address provided to Networking & Communications Services via the "Cash Account Application".
- 6) I understand that my services bill must be paid in full each month, to keep my account in good standing.
- 7) I will bring disputes regarding service charges to the attention of the Networking and Operations Center within 90 days of the statement date on which the problem or error appears. If I believe my statement is incorrect, I will submit my claim in writing to:

ITS/Networking & Communications Services
PO Box 278937
727 Elmwood Avenue, Suite 102
Rochester, New York 14620

- 8) I will advise the Networking and Operations Center immediately if I change the address entered on the front of this form. Failure to communicate this information will result in continued responsibility for all telephone services charged.
- 9) All services used in your operations here at the University of Rochester should be requested in writing, with appropriate signatures and lead time, through ITS/Networking & Communications Services. Failure to follow established procedures may result in unsatisfactory service or termination of service by ITS/Networking & Communications Services.
- 10) Fraudulent use of the University's telephone system is a misdemeanor under the penal codes of New York State Law and is punishable by up to one year imprisonment and/or a minimum of \$1000.00 fine.

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