



GENERATED UTILITIES SERVICE REQUEST

This form must be completed and returned to F&O Finance Department before activation or deactivation of utilities will be processed. This includes charges for University occupied space in owned or leased properties and new construction.

PLEASE EMAIL FORM TO: fo-ebs-team@umich.edu

F&O Finance 1239 Kipke Dr., Rm 2300 Ann Arbor, MI 48109-2036 Phone: 734-764-5189 Fax: 734/763-1285

SERVICE REQUEST & ACCOUNT INFORMATION

Building Name (Using Service) _____ Bldg. # _____

Address: _____

Requested By: _____ Date: _____ Phone#: _____
(Name/Signature)

Short Code _____ or Chartfield Combination
(6 digits)

Fund _____ Dept ID _____ Program _____ Project/Grant _____ Class _____

If Split between Short Codes

Short Codes to be split between _____, _____ and Percentage Split _____

Please fill out below if Account Change Only:

Previous Short Code _____ or Previous Chartfield Combination

Fund _____ Dept ID _____ Program _____ Project/Grant _____ Class _____

Service Start Date _____ End Date (If known) _____

Comments: _____

METERING INFORMATION (Provided by Utilities)

New Meter/Service

Replacing Existing Service Meter # being replaced _____

ELECTRIC

- Central Power Plant Meter # _____
- North Campus Meter # _____
- Other Meter # _____

STEAM

- Central Power Plant Meter # _____
- Other Meter # _____

Meter Route Order: (Ex: Read between Kresge I and Kresge II)

Building Name: _____

Location of meter: (How to locate meter) _____

Demand Attachment: _____ Sub Meter: _____

Factor: _____ (If yes what is the source building)

Number of Digits: _____ Type: _____ Size: _____ Make: _____

Authorization: _____ Date: _____

(Name/Signature)

Comments: _____

F&O Department use only:

Completed By: _____ Date _____

Comments: _____