



# PURCHASED 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](mailto: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 (If Available)

New Meter/Service

Replacing Existing Service      Meter # being replaced \_\_\_\_\_

### ELECTRIC

- DTE Energy      Meter # \_\_\_\_\_
- Consumers Energy      Meter # \_\_\_\_\_
- Other      Meter # \_\_\_\_\_

### NATURAL GAS

- DTE Energy      Meter # \_\_\_\_\_
- Consumers Energy      Meter # \_\_\_\_\_
- Other      Meter # \_\_\_\_\_

### WATER & SEWER

- City of Ann Arbor      Meter # \_\_\_\_\_
- Other      Meter # \_\_\_\_\_

Comments: \_\_\_\_\_

### F&O Department use only:

Completed By \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_