



ELECTRICAL ENGINEERING DEPARTMENT
 THE HENRY SAMUELI SCHOOL OF ENGINEERING
 AND APPLIED SCIENCE
 BOX 951594
 LOS ANGELES, CALIFORNIA 90095-1594

**Nanoelectronics Research Facility (NRF)
 User Action Form**

Last Name:	First Name:
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Badge #:	UID #:
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PI:	Department:
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Action request (Date: _____):

Suspend user (minimum 3 months absence) Change PI
 Reactivate user (advance 1 week notice) Change account number
 Terminate user (return badge to Mr. Steve Franz) Refund request, if applicable (return badge)
 Unsubscribe to Nanoall mailing list: _____
(Email address to be removed.)

For PI and/or account number change(s):

Former PI: _____ Old Account Number: _____

New PI: _____ New Account Number: _____

For badge refund:

(Please provide a mailing address to send check. If you have direct deposit, refund will be deposited to your bank account.)

Street address:

City: _____ State: _____ Zip code: _____

Authorizing Signature (PI):	Date:
Print Name Above:	

Instructions:

1. Print out and complete this form.
2. Obtain required Authorizing Signature.
3. Submit to: Jamie Kahng – Rm 56-125 HH, Engr. IV
 Steve Franz – Rm 14-131A, Engr. IV

Office Use Only				
	Badge	Refund	LR	Email
Date				