

- KNI User Billing & Information Form -

| Labmember Information | |
|--|--------------|
| Name (last, first, middle initial): | Date: |
| What is your status? <input type="checkbox"/> ___ Graduate student ___ Postdoc ___ Faculty ___ Staff ___ Undergrad <input type="checkbox"/> A new lab member. <input type="checkbox"/> A current active lab member. <input type="checkbox"/> Reactivating an expired lab membership. | |
| Your contact info: Research group: _____ Campus mail-code and office location: _____ Cell phone: (____) _____ FAX: (____) _____ Email: _____ <input type="checkbox"/> ___ I have a Caltech ID. Here is my ID number (7-digit code below my name): _____ | |
| About your Research: How would you categorize your work? (Check one) <input type="checkbox"/> Chemistry <input type="checkbox"/> Materials <input type="checkbox"/> MEMS <input type="checkbox"/> Process <input type="checkbox"/> Earth Sciences <input type="checkbox"/> Life Sciences <input type="checkbox"/> Optics <input type="checkbox"/> Other <input type="checkbox"/> Electronics <input type="checkbox"/> Medicine <input type="checkbox"/> Physics <input type="checkbox"/> Class Usage | |

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Billing info for Caltech Accounts

Caltech Accounting Info:

PTA Number¹ _____

¹ Caltech Account number (POETA), of form: MNOPQRS-111-ABCDE.

Grant Manager or Financial Administrator contact info:

Name (first, last): _____

Title/Department: _____

Address/Mail Code: _____

Telephone: (____) _____ Fax (____) _____ Email: _____

Authorizing Signature for Charges to this PTA:

PI (Principal Investigator or Project Manager) Information

Your Principal Investigator or Project Manager:

Name (first, last): _____

Title/Department: _____

Institution/Company: _____

Address: _____

Telephone: _____

PI Signature:

- Instructions for KNI User Billing & Information Form -

Each new researcher to the KNI must register for lab membership using this form. This should also be used to reactivate lab membership or update contact and billing information. For any changes to billing information, this form must be signed by someone with the appropriate signature authority for billing. For any questions about this or other KNI forms, contact kni@caltech.edu.

Note: *Labmembers are asked to give the KNI at least a one week notice of membership cancellation/deactivation. Please send this information to kni@caltech.edu.*

Instructions

1. Use this form to:
 - a. apply for new lab membership at the KNI;
 - b. reactivate an expired lab membership;
 - c. update/change your contact information and/or associated project(s);
 - d. update your billing information (note: all other lab members associated with the account must also each submit a new User Info Form to authorize new billing.)
2. Print and complete this form.
 - a. The lab member should provide information on page 1 of this form.
 - b. Signature of a person authorized for charges to the account is required.
3. Submit all paperwork in person or by mail or fax to:

Kavli Nanoscience Institute
Lab Services Administrator
119A Steele Lab
Mail Code 107-81
1200 E. California Blvd.
Pasadena, CA 91125
Fax: (626) 744-9908

Inform us of your submission by sending an email to kni@caltech.edu.

Please note that it may take 3 to 4 business days for the KNI to process your account.