



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**

<b>Last Name:</b>	<b>First Name:</b>
-------------------	--------------------

<b>Badge #:</b>	<b>UID #:</b>
-----------------	---------------

<b>PI:</b>	<b>Department:</b>
------------	--------------------

**Action request (Date: \_\_\_\_\_):**

<input type="checkbox"/> Suspend user (minimum of 4 months absence)	<input type="checkbox"/> Change PI
<input type="checkbox"/> Reactivate user (advance 1 week notice)	<input type="checkbox"/> Change account number
<input type="checkbox"/> Terminate user (return badge to Mr. Steve Franz)	<input type="checkbox"/> Refund request (return badge)
<input type="checkbox"/> Unsubscribe to Nanoall mailing list: _____ <small>(Correct email address to be removed.)</small>	

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

Previous PI: \_\_\_\_\_ 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: \_\_\_\_\_

<b>Authorizing Signature (PI):</b>	<b>Date:</b>
<b>Print Name Above:</b>	

**Instructions:**

1. Print out and complete this form.
2. Obtain required Authorizing Signature.
3. Submit to: **Jamie Jung**  
 Nanoelectronics Research Facility  
 Rm 56-125EE or Rm 14-131A, Engr. IV Bldg.

<small>Office Use Only</small>				
	Badge	Refund	Jantek	Email
Date				