**Nanoelectronics Research Facility (NRF)**

**User Action Form**

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge #:</td>
<td>UID #:</td>
</tr>
<tr>
<td>PI:</td>
<td>Department:</td>
</tr>
</tbody>
</table>

**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):**

Print Name Above:

**Date:**

**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

(Rev 03/2010)