



PURCHASED UTILITIES SERVICE REQUEST

This form must be completed and returned to the Utilities Billing 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.

Utilities & Plant Engineering 1110 E Huron Ann Arbor Mi Phone: 734/764-2492 Fax: 734/615-1314

SERVICE REQUEST & ACCOUNT INFORMATION

Building Name (Using Service) _____ Bldg. # _____

Address: _____

Requested By: _____ Date: _____ Phone#: _____
(Signature)

Short Code: _____ or Chartfield Combination
(6digits)

Fund _____ Dept ID _____ Program _____ Project/Grant _____ Class _____

If Split between Short Codes

Short Codes to be split between _____, _____ and Percentage of 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: _____

Utility Billing Department use only:

Completed By _____ Date _____

Comments _____