



Weill Cornell Medical College of Cornell University
Information Technologies & Services Department
User Support Group
1300 York Avenue, Rm. LC-06
New York, NY 10065
Phone: (212) 746-4878
Fax: (212) 746-8161
<http://weill.cornell.edu/its/>

Consulting Services Authorization

Appropriate account authorization must be obtained **BEFORE** services are provided. The standard consulting charge is \$95 per hour, billed in 15-minute intervals.

User Information

Full Name: _____ CWID: _____ Phone: _____
Department: _____ Location: _____
ITS Tag #: _____ Fund #: _____

Authorization

Administrator's Name (print): _____
Account Authorization Signature: _____ Date: _____
5- Acct. Authorization Signature: _____ Date: _____

Service Description

☐ Operating System Install ☐ Software Install ☐ Memory Install ☐ File Transfer
☐ Hardware Install ☐ Other

Please provide a description of the service you need performed:

Start Time:	_____	User's Initials:	_____
End Time:	_____	Technician's Initials:	_____
Total Charges:	_____	Reference Number:	_____