

Vendor Program Terms of Agreement

To sign up for the Vendor Program, please read and complete this form.

By submitting this form, the laboratory agrees to the following terms:

- Every item taken will be signed out by an authorized user. Users will clearly identify the date, their name, their PI, and each item removed from the inventory.
- Each lab will be billed on a monthly basis for all items taken during the previous month. The chartfield provided on this form will be charged.
- Each PI may only have one chartfield registered at a time. Any changes to this chartfield must be communicated to susana.esquenazi@nyulangone.org in a timely manner. Labs are responsible for updating their financial information with the Vendor Program.
- Should items in the freezer be removed without proper sign out, RSS reserves the right to cancel the membership of any lab found to be in violation of this agreement.

Signature of Principle Investigator: _____

Date: _____

Sign-Up Information	
PI's Name	
Chartfield	
Authorized Lab Members (list all users)	
Lab Manager's Phone	
Location (building, room #)	