



Division of Information Technology Application for Commercial Account

Business, private organizations, or individuals may submit a request for specialized services not available commercially or not readily available in this geographic area.

Date	<input type="checkbox"/> New Request	<input type="checkbox"/> Change to Existing Acct No _____	
Company Name			
Requestor's Name			
Statement of Use			
Federal ID #		Expiration Date (if applicable)	

Billing Address

City	State	Zip Code

Submitting with the Commercial Account Request Form

- A valid driver's license or passport must be presented when applying for Division of IT services.
- A Sales Tax-exempt form must be submitted with this application, if applicable.
- A deposit equal to two times the user's estimated monthly expenditures is required.

Responsible Party / Acct Owner or Supervisor

- I have read and agreed to the terms of use.

Name	
Signature	
Phone No.	Email

Internal Use Only

CLAIM Acct.	Requestor's UIN	<i>Commercial FAMIS Acct</i>	
		6 8	0 0 0 0 0
Deposit Amt	Receipt #	Check #	PO # (if applicable)
Renewal Date	Revision Code	N – New Account	C – Close Account U – Update Account
Signature			Date

Terms of Use for Commercial Accounts

- Business, private organizations, or individuals may submit a request for specialized services not available commercially or not readily available in this geographic area.
- Businesses, private organizations, or individuals may obtain services from the Division of Information Technology when and to the extent that staff and machine time is available under terms and conditions set out herein.
- Businesses, private organizations, or individuals desiring to use the facilities may do so at “commercial” rates and on a lower priority than official use of the facilities for university or other “state” business.
- Rates for commercial or non-TAMU customers are posted on <http://it.tamu.edu/services/rates/>.
- Established businesses or private organizations, which normally use formal "purchase orders" representing legal purchase commitments may be granted access to the facilities, depending on the apparent financial soundness of the business or private organization and the dollar value of services ordered.
- Accounts will be billed monthly and will be allowed a period of 30 days from the date of the invoice for payment in full of the amount due. In the event of non-payment, the account and the access will be terminated and deposit will be forfeited.
- Changes and cancellations can be made at any time during the year.
- All requests must be approved by an Associate Director of Division of IT.

Submitting with the Commercial Account Request Form

- A valid driver's license or passport must be presented when applying for services.
- A Sales Tax-exempt form must be submitted with this application, if the organization is tax exempt.
- Completion of the Texas A&M University Customer Information Sheet.