



Application for Commercial Technology Services Account

Businesses, private organizations or individuals may submit a request to Texas A&M Technology Services for specialized services not available commercially or not readily available in this geographic area. Terms of use and submission instructions are on page two of this document.

Requestor Information

Date: _____ Requestor's Name: _____

Request Type: New Change to this Existing Account Number _____

Company Name: _____ Federally Funded? Yes No

Statement of Use: _____

Federal ID Number: _____ Account Expiration Date (if applicable): _____

Billing Address

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

City: _____ State: _____ Zip Code: _____

Responsible Party, Account Owner or Supervisor

I have read and agreed to the terms of use (see page two).

Name: _____ Signature: _____

Phone Number: _____ Email: _____

Technology Services Only

Account: _____ Requestor's UIN: _____ Commercial FAMIS Acct.: 68 _____ 00000

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

- Businesses, private organizations or individuals may submit a request to Technology Services for specialized services not available commercially or not readily available in this geographic area.
- Businesses, private organizations or individuals may obtain services from Technology Services 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 Technology Services 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 at u.tamu.edu/it-rates.
- Established businesses or private organizations, which normally use formal “purchase orders” representing legal purchase commitments may be granted access to the Technology Services 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 a Technology Services Associate Director and Business Manager.

How to Submit the Commercial Account Request Form

1. Include appropriate supporting materials with the Commercial Account Request Form:

- A **valid driver's license** or **passport**.
- A **deposit** equal to two times the user's estimated monthly expenditures for all non-government entities.
- Completion of the **Texas A&M University Customer Information Sheet**.
Please email tamu-it-billing@tamu.edu to request this form.
- A **sales tax-exempt form**, if the organization is tax exempt.

2. Send the Commercial Account Request Form and all accompanying items to:

Mail:

Texas A&M Technology Services
West Campus Office Bldg. 0066
769 West Campus Blvd.
3142 TAMU
College Station, TX 77843-3142

Email: tamu-it-billing@tamu.edu

Phone: 979.862.1797