### For NMR Services

**Optional Lines:**

1. Specify a time limit
   
   (Eg. fund/account has an end date)
   
   Sample: **Duration: 5/1/02 - 8/31/02**

2. Specify a total charge limit
   
   (Eg. fund/account has limited funds)
   
   Sample: **Not to exceed $10,000**

3. Specify users
   
   (Eg. P.I. wants only certain users working on the fund/account of this SU-13)
   
   Sample: **Jane Doe, John Doe**

1 and/or 2 are recommended.

Use 3 if necessary.

---

<table>
<thead>
<tr>
<th>CATALOG OR STOCK NUMBER</th>
<th>DESCRIPTION OF ITEMS OR SERVICES</th>
<th>QUANTITY REQUIRED</th>
<th>UNIT OF ISSUE</th>
<th>QUANTITY DELIVERED</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

---

<table>
<thead>
<tr>
<th>ISSUES BY</th>
<th>RECEIVED BY</th>
<th>REQUESTED BY</th>
<th>APPROVED BY</th>
<th>NET TOTAL</th>
<th>SALES TAX</th>
<th>GROSS TOTAL</th>
</tr>
</thead>
</table>

- Your name or your P.I.'s name
- Signature of the account approver

Stanford account no.

---

SU-13 (10-84)

CONTROLLER'S OFFICE - 1

ORIGINATOR PULL OUT FOR YOUR FILES - 5