This form is to permit Project Directors to authorize apportionment of telephone charges among one or more Research users, if different Project Directors are using a common telephone number, or among several grants with the same Project Director. **A separate card is needed for each RESEARCH ACCOUNT NUMBER.** All items, including signature must be completed. Telephone Bills will be submitted to the first named Project Director for approval.

Charges will be apportioned according to the percentage shown and charged to the R/F Account number shown. The State account will be automatically charged if the R/F Account cannot bear the cost, for any reason.

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>ZIP</th>
<th>FAX NUMBER</th>
<th>STATE BUDGET ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Typed Name of Project Director</strong></td>
<td><strong>RF ACCT #</strong></td>
<td><strong>%</strong></td>
<td><strong>Sponsor</strong></td>
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</tbody>
</table>

**Extensions to be charged:**

1. 
2. 
3. 
4. 
5. 
6.

Please check only one box:

- IDC Award  53853  
- Sponsored Research Award
- Toll Calls Only
- Exception (All Charges)
- Non-Sponsored Research Award
- S & F
- Royalty
- Other

Please note if extensions were previously billed to another grant/state account.

**GRANTS MANAGEMENT:**

**SIGNATURE**

**DATE**

Reviewed by Department Chairperson: _______________________

Rev 06/10