

Phoenix Premium Files Services
Account Deletion

Please fax to: 202 – 687 – 1162

*Phoenix is purchased in **2GB** increments on an annual basis and billed at the beginning of the fiscal year. The rate will be adjusted each year to reflect the costs of providing premium space. The rate for FY 2008 is \$100/2GB annually. **PLEASE NOTE:** All data will be deleted on the Effective Date.*

Department Name: _____

Purchase Request:

Account Deletion EFS# _____

Current File Space: _____ **GB**
(2GB increments only)

Effective Date: _____
(All data will be deleted on this date)

Cost Center: _____
(For refund if applicable)

Departmental Share Administrator: _____
Print Name, Title, Extension, and NetID

Signature

Department Budget Authorization *(if Different form requestor)* _____
Print Name, Title, Extension, and NetID

Signature

UIS Information – UIS Completes

Prorated Amount: \$ _____

Refund: \$ _____

Ticket Number: _____

AITS Approval: _____
Print Name, Title

Signature

EETS Approval: _____
Print Name, Title

Signature

UIS Business Service Center Received by: _____
Print Name, Title