

# College of Engineering Recharge Center Service Request and Billing Authorization Form

(Update November 23)

*College of Engineering Business Center  
NDSU Dept 2452, PO Box 6050  
1401 Centennial Blvd, Engr Admin  
Fargo, ND 58102  
Phone #: 701-231-7286*

Requested By: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Requestor Email: \_\_\_\_\_

Advisor/PI: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Department Reference #: \_\_\_\_\_

Department: \_\_\_\_\_

**Authorization:**

\_\_\_\_\_  
Department Business Coordinator – Signature      Date:  
*Signer must have the authority to approve depletion of funds*

\_\_\_\_\_  
Advisor/PI Approval – Signature      Date

**Funding:**

Account	Fund	Dept #	Program	Project	Project End Date	% Split

**Recharge Center Rates (effective 11.01.23):**

- Load Frames Unit - [includes MTS Criterion, Instron and Servo] = \$30/hr
- High Performance 3D printer Unit - [includes Markforged and Figure4] = \$.25/gram
- Standard Performance 3D printer Unit - [includes Raise3D and Bambu Lab] = \$.08/gram

*Note: NDSU personnel and students are considered external users if they are using equipment for personal use. See website for external rates. [www.ndsu.edu/coe/](http://www.ndsu.edu/coe/)*

**Service Request Details:** *Questions regarding your service request can be directed to Rob Sailer at 231-5347.*

- Equipment (units): \_\_\_ Load Frames    \_\_\_ High Performance 3D Printer    \_\_\_ Standard 3D Printer
- Test/Print Completed by self: \_\_\_ Yes    \_\_\_ No
- Test/Print Completed by ME Staff: \_\_\_ Yes    \_\_\_ No
- Est. Time Frame: \_\_\_\_\_
- Description:

**\*\*Email completed copy to: [Rob.Sailer@ndsu](mailto:Rob.Sailer@ndsu) and [Bethany.a.dahl@ndsu.edu](mailto:Bethany.a.dahl@ndsu.edu)\*\***