# Service Center (SC) Vendor Set-Up

1. Complete all sections.
2. Service Center Name
3. Service Center Physical Address
4. Cost center string
5. Speed Type
6. Contact Name, email address and telephone number
7. Account code to record revenue, receivable
8. SC vendor creator name and employee ID
9. SC vendor department approver name and employee ID
10. SC vendor intermediate approver name and employee ID



1. Answer all questions in the middle section. (Click on the drop down menu for Yes or No)
2. Enter any specific instructions or comments for each question in the gray field.



1. Email the completed form to General Accounting, mdavila5@uh.edu.
2. General Accounting will notify the SC vendor contact by email with the SC vendor ID.

NOTE: The last section will be completed by General Accounting and Accounts Payable.