

CitiStorage, LLC Account Detail

Off-Site Records Management: Archive Document Storage and Retrieval Services

Downstate Medical Center

New Department Profile for new DMC State Accounts

Complete the following; send to CentralStores (Box 61; UH B530, or email: centralstores@downstate.edu):

Department Name: _____

Hospital Account#: _____ OR School/Admin Account#: _____

Note: CitiStorage expenses are recharged through DMC's Central Stores Recharge Billing Process (Object Code 9200). The above account must have a sufficient allocation available to cover annual estimate of monthly storage as well file retrievals

Authorized Users/Approvers (those authorized to initiate pick-ups, retrievals)

Approvers Name	Title	E-mail Address "@downstate.edu" unless otherwise noted)	Telephone Number

Primary Delivery Location (Contact and Location where files will be picked up from, or delivered to)

Contact Person's Name	Street Address	Building Name & Room#	Telephone Number	Fax Number

Alternate Delivery Location(s)

Contact Person's Name	Street Address	Building Name & Room#	Telephone Number	Fax Number

Department's Billing Contact Person (Invoice Information)

Name		Email Address	
Title		Telephone Number	
Department		Fax Number	
Address		DMC Mailbox #:	
Mailing Address		Other Contact Method	

*****Please notify CitiStorage and the Purchasing Department immediately of termination of approved user.**

Central Stores will coordinate your account set up with CitiStorage; Your assigned Citistorage Acct # will be returned to you

Below For CitiStorage Use ONLY

CitiStorage-Assigned Account Code:

Status/Comments