

Laundry Services Enrollment Form – Rental

Auxiliary Services

Morgan Laundry Services provides laundry services and rental linens for the labs and research community in Evanston and Chicago. Once enrolled in the program, you can charge the service to your NU chart string.

Par Level

On the enrollment form, indicate the “par level” for each of the items that you are requesting to rent. The par level refers to the quantity of a particular item that you request to have on hand at the time of delivery. For scrubs, list shirts and pants by size on separate lines.

**Note: At the time of delivery, the Morgan Route Representative will conduct an inventory of all linens on hand. Only the items needed to bring your inventory back up to the “par level” will be delivered. If the quantity delivered is less than your par level, you will be billed based upon your requested par level.*

Separate Chart Strings

If you would like to bill items to different chart strings, complete a separate enrollment form for each chart string.

Upon submission of this enrollment form, you will be contacted by a Morgan representative about delivery and program information.

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This submittal is a: New Enrollment Change to an Existing Morgan Enrollment

Garment Owner Name: _____
LAST NAME FIRST NAME

Department/Lab: _____ Contact Name: _____

Building Name: _____ Dept./Lab Room #: _____

Campus Address: _____ Evanston Chicago

Campus Phone: _____ Campus Email: _____@northwestern.edu

Clean Drop-Off Location: _____

NUFinancials
 Chart String: _____
FUND (3) DEPT ID (7) PROJECT (8) ACTIVITY (2) PROGRAM (4) CHART FIELD (4) ACCOUNT (5)

Notes: If you need to charge different garments to different chart strings, please fill out a separate form for each chart string. In most cases, **laundry service is not allowed as a direct charge to a grant.** Please provide a non-sponsored chart string. Contact your grant administrator or ASRSP at 1-4710 for assistance.

LINEN INFORMATION

| Linen Item | Estimated Frequency of Cleaning | Par Level <small>See page 1 for description.</small> | Size |
|------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------|
| _____ | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly | _____ | _____ |
| _____ | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly | _____ | _____ |
| _____ | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly | _____ | _____ |
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| _____ | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly | _____ | _____ |

If the email submit button doesn't work, save this form and email to FortenerM@morganservices.com & t-mclain@northwestern.edu.