**Service Request Process**

1. **Service Request:** Users will email a “Service request form” to [**Benlarbih@hss.edu**](mailto:Benlarbih@hss.edu)
2. **Financial Approval:** The microCT Service will e-mail the information provided by the user to Research Administration for financial approval.
3. **Project description:** Once approval is granted, the microCT Service will email the user a “Project description”, including (1) project ID#, (2) services included, (3) estimated time, and (4) total costs. \*PO number is required for outside users in order to initiate the scan.
4. **Sample Submission:** For sample submission, the user will print the “Project Description” form, have it signed by the PI and will bring the signed form along with the samples to the Micro CT Service (HSS Research Institute #410, Ms. Benlarbi). \*An account number is required for inside users. Charges will be submitted upon completion of the work. Once the charges are submitted, the user will receive an email notification that the project is ready and the samples are ready for pickup.