To Open a General User or Technical Service Project (account) at BNL:

1. **Purchase Order** from your organization authorizing charges (in US dollars) up to the maximum amount. Send to the Business Development & Analysis Office contact below. (aschwarz@bnl.gov)

   **ADVANCE PAYMENT REQUIREMENT** - Prior to commencement of work, all Non-Federal users/customers are required to provide an advance payment, (by check, Wire, or Credit Card) dependent on the size and duration of the work.

   (a) 100% for work < $25K or that will be completed within 90 days.
   (b) For work that will be >$25K and continue beyond 90 days, the advance shall be the greater of: (i) 25% of the contract value, or (ii) an amount sufficient to cover the first 90 days of work. Advance (b) will be held and applied to the final invoice(s).

2. **Check** for the total estimated amount, including overheads, made out to “Brookhaven National Laboratory.”

3. **Wire Transfer** or **Credit Card** for the total estimated amount, including overheads. Email Ms. von Gerichten (Gerichten@bnl.gov) for Wire Transfer information. To pay by Credit Card, call Ms. von Gerichten directly at 631-344-7433.

*The return of any unused cash balance must be requested in writing, giving the recipient’s name and delivery information.*

**In ALL cases, the following information is required:**

- Purpose of the project (e.g., NSLS user, BLAF Animal Facility user, CFN user; technical services of ___ to do ___; proprietary or non-proprietary beam time at the ___ facility).
- Full name of principal investigator and authorized users
- The dollar amount including overhead
- The expiration date of the order
- The complete "bill to" (invoicing) information

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<th>Mail, E-mail, or Fax PURCHASE ORDERS to:</th>
<th>Mail CHECKS to:</th>
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<tr>
<td><strong>Ms. Alison Schwarz</strong>&lt;br&gt;Business Development &amp; Analysis Office, Bldg. 460&lt;br&gt;Brookhaven National Laboratory&lt;br&gt;40 Brookhaven Ave.&lt;br&gt;Upton, NY 11973</td>
<td><strong>Ms. Cynthia von Gerichten</strong>&lt;br&gt;Accts Receivable, Bldg. 400D&lt;br&gt;Brookhaven National Laboratory&lt;br&gt;20 Brookhaven Ave.&lt;br&gt;Upton, NY 11973</td>
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<tr>
<td>Phone: 631-344-3428&lt;br&gt;Fax: 631-344-3503&lt;br&gt;<a href="mailto:aschwarz@bnl.gov">aschwarz@bnl.gov</a></td>
<td>Phone: 631-344-7433&lt;br&gt;Fax: 631-344-2749&lt;br&gt;<a href="mailto:Gerichten@bnl.gov">Gerichten@bnl.gov</a></td>
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