



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

Mail, E-mail, or Fax PURCHASE ORDERS to:		Mail CHECKS to:	
Ms. Alison Schwarz Business Development & Analysis Office, Bldg. 460 Brookhaven National Laboratory 40 Brookhaven Ave. Upton, NY 11973	Phone: 631-344-3428 Fax: 631-344-3503 aschwarz@bnl.gov	Ms. Cynthia von Gerichten Accts Receivable, Bldg. 400D Brookhaven National Laboratory 20 Brookhaven Ave. Upton, NY 11973	Phone: 631-344-7433 Fax: 631-344-2749 Gerichten@bnl.gov