



## CNS User Program Billing Information Form Non- Harvard Users

**Instructions:**

1. Print and complete this form
2. Send the completed form back to CNS in one of the following ways:  
E-mail: [info@cns.fas.harvard.edu](mailto:info@cns.fas.harvard.edu); Fax: 617-384-7302; or drop it off in person to the CNS Admin Office in LISE 304 (11 Oxford St.)

Name of User:	
User Phone #:	User E-mail:
PI Name:	
User Institution:	
<b>Purchase Order (PO) #:</b> (a hard copy of the PO must be attached to this form)	
<b>CNS has a purchase order minimum of \$4,500 for academic institutions and \$15,000 for non-academic institutions.</b>	
Please indicate the purchase order number in the space below:	
.(if your institution doesn't issue purchase orders or cannot meet the stated minimum purchase order amount, please contact us at: <a href="mailto:info@cns.fas.harvard.edu">info@cns.fas.harvard.edu</a> for potential alternate billing options)	

Please note that Harvard's terms are NET30. All CNS invoices must be paid within 30 days of invoice date. Invoices that are past due over 60 days will result in suspension of user access (credit freeze) until all outstanding invoices are paid in full. Invoices that are past due over 60 days are also subject to collection.

Please see the Memorandum of Understanding for important information regarding payment.

**Authorizing Signature (Group/Dept Admin, Purchasing Officer/Agent, PI)**

**(signature must be from someone who can confirm that the purchase order number listed above is valid PO that CNS can invoice against for User listed on this form)**

Authorizer:	Title:
Signature:	Date:
Phone #:	E-mail:

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Invoices should be sent via ( <b>select one</b> ):	Mail	E-Mail
E-mail to send invoices (if selected above):		
Please note that only <b>one</b> e-mail address can be selected. It cannot be the users' email unless the user is also the PI.		
Billing Address (if selected above. Please make sure to include City, State, Zip):		

<b>User Main Administrative/Financial Contact.</b> CNS needs to have the contact name and information of someone who can be contacted in cases where there is a question about either a purchase order or a delayed payment. This ideally should be someone other than the PI or User and should be someone who handles accounting/financial matters. A group admin/lab manager or a company accountant are examples of who should serve in this role.	
Name of Main Administrative Contact:	
Phone #:	E-mail:
Title:	

**Important Billing Details to Note:**

The official billing address (since CNS invoices are generated from the central HU A/R group) is:

Harvard University  
University Financial Services  
Central Accounts Receivable  
1033 Massachusetts Avenue  
Cambridge, MA 02138  
617-495-3787

Please note that the actual mailing address that they want the checks to go to is:  
Harvard University  
P.O. Box 4999  
Boston, MA 02212