



# SSRL/LCLS User Account Form

To open or renew an account, complete and submit this form along with an original Purchase Order (PO) from your institution. **The PO should be made to SLAC National Accelerator Laboratory for the amount of estimated expenditures (the suggested minimum is \$1,000).** Send this form with the Purchase Order to:

**Michelle Steger, SSRL**  
**2575 Sand Hill Rd., SLAC MS 99**  
**Menlo Park, CA 94025**  
**FAX: 650-926-8665**  
**TEL: 650-926-3011**

SSRL SPOKESPERSON: _____
DATE: _____
PURCHASE ORDER NO.: _____
EXPIRATION DATE ON PURCHASE ORDER: _____
INSTITUTION: _____
FUNDING AGENCY: _____
GRANT/CONTRACT NUMBER: _____

EXPENDITURES FROM THIS GRANT/CONTRACT ARE \_\_\_\_\_ TAXABLE or  
\_\_\_\_\_ NON TAXABLE IN CALIFORNIA

**If non-taxable and not a DOE M&O, please provide documentation indicating this tax status.** Tax exemptions awarded under IRS rulings are not accepted by the California Board of Equalization; Sales tax exemptions awarded under individual state rulings apply only to the state making the ruling. The State of California does not recognize or extend reciprocity of tax-exempt status to other states. The only provision which will establish tax-exempt status under California ruling is that title of property purchased for use in California vests with the United States Government.

NOTE: SLAC will add overhead of 8.0% for DOE funded users and 8.03% for non DOE funded users to purchases made through your user account. Any labor charges will bear 45% overhead for DOE users and 46% for non DOE users. In addition, DOE Federal Administrative Charge of 3% of total costs will be applied to all foreign users.

AUTHORIZED USERS AND INSTITUTION (if different from above):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# SSRL/LCLS USER ACCOUNT INFORMATION

## Why Have a User Account?

Each user group should have a user account at SSRL to use to pick up miscellaneous items from the stock room; order gases; send samples, dewars, or other equipment back to your institution, etc. If you have a current SSRL user account, your account number will be listed on your Beam Time Notification/User Support Form. If you want to open a user account, please complete the form on the reverse side and follow the instructions below.

## Establishing an SSRL/LCLS User Account

The most common method of establishing a User Account is with a purchase order (PO). **The PO should be made to SLAC National Accelerator Laboratory for the amount of estimated expenditures.** Please include a termination date on your Purchase Order. The suggested minimum amount to open a user account is \$1,000. Mail the user account form and purchase order to:

**Michelle Steger, SSRL  
2575 Sand Hill Rd., SLAC MS 99  
Menlo Park, CA 94025**

An alternative (and less favored) method is to establish a user account with a letter from the appropriate financial office of your home institution. The letter should include:

- 1) The amount authorized.
- 2) The effective period of the authorization.
- 3) A list of those authorized to incur charges.
- 4) The billing address that will facilitate orderly approval and paying of invoices by your institution.

## Overhead Charges

NOTE: SLAC will add overhead of 8.0% for DOE funded users and 8.03% for non DOE funded users to purchases made through your user account. Any labor charges will bear 45% overhead for DOE users and 46% for non DOE users. In addition, DOE Federal Administrative Charge of 3% of total costs will be applied to all foreign users.

## Sales Tax

California sales and use tax of 8.25% will apply to the price of all materials purchased and delivered in the state of California. The only exception to this ruling is when title of the purchased item is vested in the U.S. government. If your funding instrument includes this title clause, please include a copy of it with your purchase order or letter.

## Invoices

Monthly invoices will be submitted to your institution for costs actually incurred.

## Assistance

If you have any other questions related to user accounts, please contact:

### **Michelle Steger**

Telephone: (650) 926-3011

Fax: (650) 926-8665

Email: [steger@ssrl.slac.stanford.edu](mailto:steger@ssrl.slac.stanford.edu)