

User Financial Account Form

Establish a user financial account at SLAC to send samples, dewars, or other equipment between SLAC and your institution. SSRL users also establish an account to procure gases, chemicals, supplies or services to support your SSRL experiment.

To open or renew your SLAC user financial account, complete and submit this form along with a 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 \$2,000). Send this form with the PO (or a letter from the financial officer of your institution) to your respective contact:

Natalie Cramar (SSRL)
SLAC National Accelerator Laboratory
2575 Sand Hill Rd., MS 69
Menlo Park, CA 94025
TEL: 650-926-3648
nac@slac.stanford.edu

or **LCLS User Office (LCLS)**
SLAC National Accelerator Laboratory
2575 Sand Hill Rd., MS 10
Menlo Park, CA 94025
TEL: 650-926-5716
lcls-user-office@slac.stanford.edu

INSTITUTION: _____
BILLING CONTACT (NAME & ADDRESS): _____ _____
PO #: _____ EFFECTIVE DATE: _____
AMOUNT AUTHORIZED: _____ EXPIRATION DATE: _____
PROPOSAL SPOKESPERSON/PI/LEAD CONTACT(S): _____ _____
OTHER AUTHORIZED USERS AND INSTITUTIONS: _____ _____
FUNDING AGENCY: _____ GRANT/CONTRACT#: _____
**EXPENDITURES FROM THIS GRANT/CONTRACT ARE: ___ TAXABLE or ___ NOT TAXABLE <u>IN CALIFORNIA</u>

Sales Tax: California sales and use tax will apply to the price of all materials purchased and delivered in the state of California.

***If not taxable and not a DOE M&O, 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.*

Overhead: Additional charges apply for materials, supplies and services procured by users through a SLAC user financial account. Rates vary by fiscal year and by the type of expenses incurred.

Other Misc. Charges: Safeguard & Security charge applied to all non-DOE projects/facilities. Federal Administrative charge applied to all foreign and domestic entities (excluding domestic non-profits or educational institutions).

Invoices: Provide the contact name and address for invoices which will be sent to your institution on a monthly basis for costs incurred by your user group in supporting your experiments at SLAC's user facilities.