



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 Fermi National Accelerator Laboratory for the amount of estimated expenditures. Send this form with the Purchase Order to:**

**Annette Lenkeit
Sponsored Programs & Corporate Accounting
Fermi National Accelerator Laboratory
P.O. Box 500, MS-112
Batavia, Illinois 60510
Phone: 630-840-6779
Email: alenkeit@fnal.gov**

INSTITUTION: _____

FERMILAB EXPERIMENT NAME/NUMBER: _____

DATE: _____

PURCHASE ORDER NO.: _____

EXPIRATION DATE ON PURCHASE ORDER: _____

SPENDING LIMITATION IN USD _____

DESCRIPTION OF MATERIALS & SERVICES COVERED (e.g. Travel, Housing, Stockroom, etc.):

CONTACT AND BILLING ADDRESS WHERE MONTHLY INVOICES SHOULD BE SENT:

If your institution is not in the U.S., and cannot issue a purchase order, a letter on the institution's letterhead signed by an authorized official may substitute. The letter should express the institution's promise to pay for goods and services requested by the institution and billed by Fermilab.

NOTE: Fermilab will add overhead charges to materials, supplies and services procured by users using a user account. Contact the Sponsored Programs & Corporate Accounting Office for more information on these indirect rates, which can vary by fiscal year and by the type of expense incurred.

AUTHORIZED USERS AND INSTITUTION (if different from above):

Fermilab USER ACCOUNT INFORMATION

Why Have a User Account?

Each user group should have a user account at Fermilab to use to pick up miscellaneous items from the supply closet; order gases; send samples, dewars, or other equipment back to your institution, etc. If you want to open a user account, please complete the form on the reverse side and follow the instructions below.

Establishing a Fermilab User Account

The most common method of establishing a user account is with a purchase order (PO). **The PO should be made to Fermi National Accelerator Laboratory for the amount of estimated expenditures.** Please include a termination date on your Purchase Order. Send the completed user account form and purchase order to:

Annette Lenkeit
Sponsored Programs & Corporate
Accounting Fermi National Accelerator
Laboratory
P.O. Box 500, MS-112
Batavia, Illinois 60510
Phone: 630-840-6779
Email: alenkeit@fnal.gov

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.

Fermilab Overhead Charges

Fermilab will add overhead charges to materials, supplies and services procured by users using a user account. Contact the Sponsored Programs & Corporate Accounting Office for more information on these charge rates, which can vary by fiscal year and by the type of expenses incurred.

Invoices

Monthly invoices will be submitted to your institution for actual costs incurred, inclusive of overhead charges. Fermilab's payment terms require payment within 30 days from the invoice date in USD. In some circumstances, we may require prepayment of your account, or you may prefer to prepay. If so, please contact the Sponsored Programs & Corporate Accounting Office to obtain the necessary instructions for wiring funds in USD to the Laboratory.

Assistance

If you have questions or need assistance related to user accounts, please contact: Annette Lenkeit, Tel. 630-840-6779, alenkeit@fnal.gov