



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; Fax: 617-384-7302; or drop it off in person to the CNS Admin Office in LISE 304 (11 Oxford St.)

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Invoices should be sent via (select one) :	Mail	E-Mail
E-mail to send invoices (if selected above):		
Please note that only one 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):		

User Main Administrative/Financial Contact. 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