# KNI User Billing & Information Form

## Labmember Information

<table>
<thead>
<tr>
<th>Name (last, first, middle initial):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## What is your status?

- A new labmember. Please provide a preferred login name: _________________________________
- A current active labmember. Login name: _________________________________
- Reactivating an expired labmembership. Login name: _________________________________

## What do you want to do?

- A. Create a new Project/Account (please include the Project Form)
- B. Be added to an existing KNI Project/Account
  - Project name: _________________________________ Month effective: ______________
- C. Change accounting or billing info for an existing KNI Project for your charges
  - Project name: _________________________________ Month effective: ______________

## Your contact info:

<table>
<thead>
<tr>
<th>Institution/Company:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cell phone:** (____)_____________ **FAX:** (____)_____________ **Email:** ____________________

- _____ I do not have a Caltech ID and would like to obtain a key and visitor card for building and lab access (requires $25, refundable upon return)
- _____ I have a Caltech ID. Here is my ID number (7-digit code below my name):

## About your Research: How would you categorize your work? (Check one)

- Chemistry
- Materials
- MEMS
- Process
- Earth Sciences
- Life Sciences
- Optics
- Other
- Electronics
- Medicine
- Physics
- Class Usage
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**Billing Info For Non-Caltech Academic, Industry, or Government Accounts**

<table>
<thead>
<tr>
<th><strong>Purchase Order Number</strong></th>
<th>(if new or updated PO, attach hardcopy of the original):</th>
</tr>
</thead>
</table>

**Institution/Company Financial Administrator:**

<table>
<thead>
<tr>
<th>Name (first, last):</th>
<th>_____________________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>_____________________________________________________________________</td>
</tr>
<tr>
<td>Institution/Company:</td>
<td>_____________________________________________________________________</td>
</tr>
<tr>
<td>Address:</td>
<td>_____________________________________________________________________</td>
</tr>
<tr>
<td>Telephone:</td>
<td>(<strong><strong>)_________________ Fax (</strong></strong>)______________ Email: _____________________</td>
</tr>
</tbody>
</table>

*Your signature below acknowledges your institution/company’s responsibility for charges incurred at the KNI, associated Caltech labs and services. Actual charges incurred will supersede any indicated amount or start/end clauses on your purchase order. It is the responsibility of the institution/company to ensure correct billing and contact information is on file in hard copy and signed by the appropriate authority. Use this form to make changes or additions to billing information. The KNI will not be responsible for billing problems if incorrect information is on file. Advance deposit may be required for accounts that are more than 60 days in arrears to ensure continued access to the KNI.

**Institution/Company Financial Administrator/Authorizing Signature:**

**PI (Principal Investigator or Project Manager) Information**

<table>
<thead>
<tr>
<th>Your Principal Investigator or Project Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (first, last): ____________________________</td>
</tr>
<tr>
<td>Title/Department: ______________________________</td>
</tr>
<tr>
<td>Institution/Company: ___________________________</td>
</tr>
<tr>
<td>Address: ___________________________ ___________________________</td>
</tr>
<tr>
<td>Telephone: ___________________________________</td>
</tr>
</tbody>
</table>

**PI Signature:**
- KNI User Billing & Information Form -

Each new researcher to the KNI must register for lab membership using this form. This should also be used to reactivate lab membership or update contact and billing information. For any changes to billing information, this form must be signed by someone with the appropriate signature authority for billing. For any questions about this or other KNI forms, contact kni@caltech.edu.

Instructions

1. Use this form to:
   a. apply for new lab membership at the KNI;
   b. reactivate an expired lab membership (> one year since last active use);
   c. update/change your contact information and/or associated project(s);
   d. make changes to your billing information (note: all other lab members associated with the account must also each submit a new User Info Form to authorize new billing.)

2. Print and complete this form.
   a. The lab member should provide information on page 1 of this form.
   b. Signature of a person authorized for charges to the P.O. or account is required.
   c. Attach a Purchase Order, if appropriate. For specific P.O. instructions, please refer to section below.

3. Submit all paperwork by mail or fax to:

   Kavli Nanoscience Institute
   Lab Services Administrator
   Mail Code 107-81
   1200 E. California Blvd.
   Pasadena, CA  91125
   Fax: (626) 744-9908

   Or drop it off in 119A Steele Lab

   Inform us of your submission by sending an email to kni@caltech.edu.

4. Special instructions for Purchase Orders:
   a. The P.O. should include the “Accounts Payable” or “Finance Administrator” contact name, address, phone numbers, and email. The KNI will send invoices to this address.

   b. To credit your account and activate your membership, please submit the payment for one quarter’s fees, or $11,500, (payable to: California Institute of Technology). You may pay for an entire year, or $46,000, in advance, if that is preferable. Please send your check along with a completed “Billing & Information form,” “Caltech Equipment Usage Agreement,” and a Certificate of Insurance to:
c. For reference, Caltech’s tax ID number is 95-1643307

d. If P.O. forms require “supplier” contact information:
The Kavli Nanoscience Institute
California Institute of Technology
1200 E. California Blvd.,
Pasadena, CA 91125
Mary Sikora
119a Steele Lab
(626) 395-3914

e. Your Purchase Order is treated a “blanket” or “open” P.O. in which the Institution will be billed for actual charges incurred, to include precious metals usage, regardless of any indicated amount, start/end clauses, or other use restrictions which may be stated on the P.O. By signing this form, the Institution acknowledges this. It is considered the responsibility of the Institution and its labmembers to track their own charges.

f. If your P.O. must reference a value, the minimum should be one year’s fees ($46,000 for Industry). Again, actual charges incurred will supersede any value indicated on your P.O. Prices are subject to change without notice and current fees are posted on our website (www.kni.caltech.edu) and in our facility.

g. Please note that it may take 3 to 4 business days for the KNI to process your account.