

Access to The Rockefeller University Resource Center Services for Non-RU Users

While the primary mission of The Rockefeller University Scientific Resource Centers is the support of research conducted by Rockefeller scientists, the University extends access to these Center's services to researchers from other not-for-profit research institutions. Priority is given to Rockefeller scientists; service is made available to qualifying non-Rockefeller scientists based on availability and capacity. Costs for non-Rockefeller scientists, while still subsidized, are higher than for RU-scientists, generally at two times the internal rates.

Prior to initiating use of a Resource Center, potential non-RU users must not only meet all the access requirements for an RU user (e.g., training, registration), but must also obtain a purchase order for the requested services. In rare instances, payment may be a term within a larger agreement between institutions.

In general, non-RU users are allowed access to Center facilities and equipment only during Center business hours.

Purchase Orders for Center Services

Follow your institution's procedure for requesting a purchase order (PO). Send a copy of the PO to the Center Manager/Director.

The PO must include your RU-issued account number (See "Invoicing/Payment" section below) and must reference the name of the Head of the Laboratory/Department.

Provider/vendor: The name of the University Resource Center

Vendor address: 1230 York Avenue, New York, NY 10065-6399.

Billing Address: Cashiers Office, The Rockefeller University, 1230 York Avenue, Box 259, New York, NY 10065-6399.

Payee: The Rockefeller University.

- One time use/service – Specify the requested service and the price on the PO.
- Blanket PO – A Blanket PO can be used to cover multiple types of services. The dollar amount on this PO must be sufficient to cover the obligation to the invoices for the actual services rendered. Specify the nature of the requested service and the dollar amount which should not be exceeded for the services provided. Note that regardless of when the Blanket PO was issued, the University will recognize it only for the remainder of the current University fiscal year (July 1 to June 30). A new Blanket PO will need to be issued for services rendered on or after July 1st. It is the responsibility of the outside user to amend or seek issuance of a new Blanket PO to ensure that the PO authorizes sufficient funds to cover requested services. See Attachment A for suggested language for a Blanket PO.
- Standing PO – These are appropriate only for repeated requests for the same service over an extended period of time. Specify the requested service, the frequency and duration of service, and the price per service. The maximum term for a Standing POs is six months. Regardless of when the Standing PO was issued, the University will recognize it only for the remainder of the current University fiscal year (July 1 to June 30). A new Standing PO must be issued for services rendered on or after July 1st. See Attachment B for suggested language for a blanket PO.

Pricing schedules for the Resource Center services/products are available at the Resource Centers' websites (<http://www.rockefeller.edu/rc/>). Estimates may be requested from the Center Manager/Director.

W-9 forms may be requested.

Invoicing/Payment

The University will generate and send via email an invoice referencing the PO number, a description and the date of the service(s), and the amount due. The invoice will include instructions that the payee is "The Rockefeller University," and that payment should be sent to the Cashiers Office.

All non-RU users will be issued an individual account number (the University refers to these account numbers by the acronym "PTAEO"). The PTAEO must be referenced on the Purchase Order. New non-RU users should request an account number from the Manager/Director of the respective Resource Center. A request form is provided in Attachment C.

Payment is required for services rendered and due within 30 days of invoicing. Payment in advance of services is not allowed or accepted.

Establishing individual user access rights:

Advice/consultation – All of the Resource Centers provide advice and consultation related to the services of the Center. The nature of some of the services makes it prudent if not mandatory to meet with the Center Manager/Director first to discuss your research support needs and how the Center may best be able to meet them. See the individual web sites for the Resource Centers for more information on advice and consulting.

Orientation/Training – Most of the Resource Centers maintain equipment that is available and intended to be used by researchers directly. Prior to first use of any of this equipment, you must complete orientation and appropriate training. In most cases, this does not require advance scheduling, but in some cases, advance scheduling or attendance at scheduled sessions is required. More information on required orientation and training is available on the individual center websites.

Registration – For purposes of creation of computer access rights, card key access rights, billing information, or on-line scheduling, many of the Centers have established an on-line registration system. More information on this is available from the individual center websites. Note that prior to issuance of an electronic access card, individuals will be required to agree to terms of use and may be required to pay a deposit for the card.

Medical surveillance (lasers, BL3) – The University has established certain medical surveillance requirements for work with specific equipment or in specific facilities. You may be required to document compliance with or informed consent/declination prior to being allowed to use Resource Center equipment or facilities. Questions about the medical surveillance program may be posed to [Laboratory Safety & Environmental Health](mailto:labsafety@rockefeller.edu) (labsafety@rockefeller.edu).

Sample preparation and submission

Guidelines for sample preparation and submission are specific to the requested services and the individual Resource Center. Standard procedures are posted on the [Resource Centers' websites](#). For more information, contact the Director or Manager of the Center.

Attachment A: Amount-Based Blanket PO Example

INSTITUTION NAME
Institution Address

Purchase Order No. _____
User's PTAE0: _____

VENDOR: [Name of Rockefeller Resource Center]
The Rockefeller University
1230 York Avenue
New York, NY 10065-6399
(212)327-8000

Order Date:

Bill to: [your institution's accounts payable address]

Ship to: [if applicable: your institution's receiving address]

Description	Extended Price
Specified Resource Center services/products [describe services, e.g., light microscopy instrument use and data acquisition] for [date range, e.g., current FY]. Total not to exceed [\$amount].	[\$amount]

Approved by: _____
(Signature of authorized purchasing agent)

Attachment B: Standing PO Example

INSTITUTION NAME
Institution Address

Purchase Order No. _____
User's PTAE0: _____

VENDOR: [Name of Rockefeller Resource Center]
The Rockefeller University
1230 York Avenue
New York, NY 10065-6399
(212)327-8000

Order Date:

Bill to: [your institution's accounts payable address]

Ship to: [if applicable: your institution's receiving address]

Quantity	Units	Description	Unit Price	Extended Price
1	EA	Standing order for specific Resource Center service/product [describe service/product, e.g., mass spec analysis]. Number or frequency for [date range not to exceed one year, e.g., 1 per month for next six months].	[\$amount]	[\$amount multiplied by frequency or number]

Approved by: _____
(Signature of authorized purchasing agent)

Attachment C

The Rockefeller University
OSI New Customer Request Form

For Non-RU users of University Resource Centers

The following information is required in order for the Finance Office at the University to issue a unique account number ("PTAEO") for tracking your request for services and the associated purchase orders, invoices and payments.

Customer Full Name:

Customer Affiliated Institution:

Customer Address:

Customer Primary Email Address:

Customer Secondary Email Address:

Customer Phone #:

Administrative Contact for Customer/Lab/Dept:

Administrative Contact Email Address:

Administrative Contact Phone #:

Requesting access to which RU Resource Center(s):

Please submit to: Research Support, The Rockefeller University, Box 215, 1230 York Avenue, New York, NY 10065, or to wilkera@rockefeller.edu