Stanford Nanofabrication Facility (SNF) Purchase Order Requirements

A purchase order (PO) is required for account setup with Stanford's Accounts Receivables department. The turnaround time is typically a couple of days but can take up to 10 business days during peak times. PO generation and processing for services varies widely among organizations; we will try to work with you and your financial administration, but please be aware of the following.

1. As stated in the SNF Service Center Agreement form, the PO is considered a "blanket" order, regardless of any dollar limits or other terms and conditions included in the PO. Thus, it is the responsibility of the organization (not SNF) to monitor expenses and conform with any terms and conditions.

2. Invoices are issued for fees incurred, regardless of the PO limits. However, Stanford's terms are Net 30, and as organizations may delay payment when the invoiced amount exceeds the PO limit, we recommend including a dollar amount of $14,000 for Industry/$4,000 for Academics. This helps us avoid suspension of lab access for non-payment.

The PO should be made out to:

The Board of Trustees of the Leland Stanford Junior University
Stanford Nanofabrication Facility
420 Via Palou Mall Stanford, CA
94305 Attention: Ai L. Tan
snf-access@stanford.edu

Remittance Address:	ACH Wire Domestic and Foreign:
First Class Mail Stanford University PO Box 885150 Los Angeles, CA 90088-5150	Bank Name: Wells Fargo Bank Bank Address: 420 Montgomery St, San Francisco, CA 94104 Account Number: 4945792281 ABA Routing: 121000248 (Domestic) SWIFT: WFBIUS6S (Foreign) Remittance advice: Cristina Rosales, rfcs-receivables@lists.stanford.edu **Include Invoice # in the message line.**
Stanford's University Tax ID#: 94-1156365	

Your PO must have:
1. Organization bill-to and ship-to address
2. Contact name/email/phone with signature authority to request the PO and authorize payment.

PO line item can be designated as Lab Usage. You will be notified once the account is setup. Any questions, contact snf-access@stanford.edu