

## - SNF LABMEMBERSHIP -

LABMEMBER INFORMATION	
<b>Name (last, first, middle initial):</b> _____	<b>Date:</b> _____
<b>What do you want to do?</b> <input type="checkbox"/> A. Create a new SNF Labmember account <input type="checkbox"/> B. Reactivate my account – Badger login: _____ <input type="checkbox"/> C. Add a new PTA to my Badger account <input type="checkbox"/> D. Replace a PTA on my Badger account – PTA to be replaced: _____ <input type="checkbox"/> E. Be added to a PTA already on Badger	
<b>If Stanford/SLAC:</b>  SUnet ID _____ Stanford ID No. _____	<b>If not Stanford, your contact info:</b>  Institution: _____ Address: _____ _____ Phone: _____ Email: _____  <input type="checkbox"/> I would like to obtain a visitor card for building access (\$30 non-refundable charge)

PI (PRINCIPAL INVESTIGATOR OR PROJECT MANAGER)	
<b>If Stanford/SLAC:</b>  PI's Name _____ Dept _____ SUnet ID _____	<b>If not Stanford, PI's contact info:</b>  PI's Name _____ Institution _____ Address _____ _____ Phone _____ Email _____
<b>PI Signature:</b> _____	

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FOR STANFORD/SLAC ACCOUNTS	
<b>Stanford PTA Number</b> _____ Start date (month/year) _____ End date (month/year) _____ <i>Start/end days are always the first of the month. If not specified, the default end date is one year from start.</i>	
<b>Financial Administrator/PTA Award Manager:</b>  Name: _____ Department: _____ Phone: _____ Email: _____	
<b>Authorizing Signature for Charges to this PTA:</b>  _____	
FOR NON-STANFORD/SLAC ACCOUNTS	
<b>If an existing Stanford account, the PTA Number</b> _____ Start date (month/year) _____ End date (month/year) _____ <i>Start/end days are always the first of the month. If not specified, the default end date is one year from start.</i>	
<b>Purchase Order Number</b> (attach copy and include SBIR documentation, if applicable):  _____	
<b>Institution/Company Financial Administrator:</b>  Name: _____ Address: _____ Phone: _____ Email: _____	
<p><i>Your signature below acknowledges responsibility for SNF charges. 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. Advance deposit may be required if more than 60 days in arrears to ensure continued lab access.</i></p>	
<b>Institution/Company Financial Administrator/Authorizing Signature:</b>  _____	

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**Instructions:** Any questions, contact [snf-access@stanford.edu](mailto:snf-access@stanford.edu)

1. What do you want to do?
  - a. **Create a new Labmember account:** if you are new to SNF.
  - b. **Reactivate or Change account:** if you have a Badger account, but need to reactivate an expired account or have changed affiliation & email so need a new Badger account.
  - c. **Add a PTA:** to add an additional PTA to your account.
  - d. **Replace PTA:** change the PTA on your Badger account.
  - e. **Be added to a PTA:** if you are joining a group with a PTA already in Badger.

2. Submit forms by email (preferred), mail, or fax to:

Lab Services Administrator  
Stanford Nanofabrication Facility, Mail Code 4070  
Paul G. Allen Building, 420 Via Palou Mall  
Stanford, CA 94305-4070  
Fax: (650)725-6278  
Email: [snf-access@stanford.edu](mailto:snf-access@stanford.edu)

3. Special instructions for Purchase Orders:

- a. If your PO must reference a value, the minimum should be one month's cap. Actual charges incurred will supersede any value indicated on your PO.
- b. The PO should include the "Accounts Payable" or "Finance" contact info. Stanford's Accounts Receivable Department will send invoices to this address.
- c. Submit payments with the Stanford Invoice Number and Customer Number written on the check to the address below. For reference, Stanford University's tax ID number is 94-1156365.

Stanford University  
Department 33725  
P.O. Box 39000  
San Francisco, CA 94139

- d. If PO forms require "supplier" contact information:

The Stanford Nanofabrication Facility  
Paul G. Allen Building, 420 Via Palou Mall  
Stanford, CA. 94305  
Attn: Finance Manager, Room 130

Do NOT use this information for addressing checks or sending payment. SNF is not responsible for checks sent to this address.