

CNS/NNIN User Program

Change of Billing Code/Purchase Order Number Form

Please print your new billing code number and the effective start date for the new account number to be charged in the space provided below:

User Name:

New Harvard 33 digit Billing Code (Harvard users only):

New Purchase Order (non-Harvard users only):

Please note that if you are a non-Harvard user you are required to provide a hard copy of the new purchase order along with this form. You can mail the purchase order to Jim Reynolds at CNS, 11 Oxford Street, LISE 306, Cambridge, MA 02138 or fax it to 617-384-7302.

Also, please select when the new billing information should become effective:

- Immediately, to include all yet to be invoiced charges**
- For any USAGE Starting:**
- OTHER (please describe) _____**

Please sign below verifying the billing code or purchase order number change. Also, we require an authorizing signature of someone with the authority to approve the change of billing information.

User Signature

Authorizing Signature

Should be one of the following: PI, Group/Departmental Administrator or Purchasing Officer

Printed Name

CNS Administrative Office Signature

Approval Date

Any questions or concerns should be reported to the CNS Administrative Office by emailing nninapply@cns.fas.harvard.edu.