

## PURCHASE ORDERS

We encourage you to set up a purchase order in order to expedite payment. Expedited payment is helpful because UCLA charges additional fees after invoices become 90 days past due. If there are delinquency fees on your account, your payment will be applied to these charges first. The unpaid balance on the account will remain past due and will *continue to accrue additional delinquency fees*. Balances that remain unpaid for several months risk going to collections.

### HOW TO CALCULATE YOUR PURCHASE ORDER FOR PARTICIPATION AND SCANNING:

Participation fee as noted on registration form:

Example: CIRP 2007 = \$675.00 \$ 675.00

Scanning fee as noted on registration form:

Example (if 2000 surveys are requested):

Example:	500 x \$2.00 = \$1000.00 (first 500 surveys)	\$1000.00
	500 x \$1.50 = \$ 750.00 (surveys 501 – 1000)	\$ 750.00
	1000 x \$1.00 = \$1000.00 (surveys 1001 and thereafter)	<u>\$1000.00</u>

Total amount to encumber for a purchase order: **\$3425.00**

Your Purchase Order will only be charged for the surveys that are actually scanned by our processing center.

#### **What if I want to pay for both the participation and the scanning fees in advance?**

If you wish to prepay for the participation and scanning, please use the above noted calculation to estimate the expected amount. If you return fewer surveys to our processing center than you initially requested, you will be refunded the difference.