

## MATERIAL TRANSFER DIRECT PAYMENT FORM

Date:	<input type="checkbox"/> Agreement Required MTA # _____	<input type="checkbox"/> No Agreement Required Reference # _____
Vendor Name:		
Vendor Remit-to Address:		
Wire Transfer Information (if applicable): Bank Name: Bank Address:  Swift Code: Account Name: Account Number: Currency:		
Vendor Telephone Number:		
Vendor Fax Number:		
Material being transferred:		
Name of Person receiving material:		
<b>Fees Associated with Material Transfer:</b>		
Material Transfer Fees:	Total Amount: _____	
GL/Account Number:	5479	
Center Number:		
<b>Approval for Payment</b>		
Payment instructions:	<input type="checkbox"/> Send payment on next check run <input type="checkbox"/> Vendor submitting invoice listing MTA number or Reference Number _____	
Remarks:		
Form prepared by: Printed Name: _____	Telephone Number/Extension: _____	
Fiscal Authority: Printed Name: _____	Signature: _____ (Person having fiscal authority for center number)	

Attach vendor instructions to completed form and send to Accounts Payable.

## **INSTRUCTIONS FOR REQUESTING PAYMENT FOR A MATERIAL TRANSFER**

When a Material Transfer has been finalized, program area must complete a *Material Transfer Direct Payment Form* and send to Accounts Payable for processing.

When a Material Transfer Agreement (MTA) is required, the MTA must be finalized prior to material being shipped, an order being placed, or payment being made.

The final Material Transfer Agreement (MTA) contains an MTA number that is needed for any payment to the supplier of the material. Contacts for questions: Technology Transfer Branch (TTB), x5465, for NCI investigators, Dr. Charmaine Richman, x6308, for SAIC-Frederick investigators, Accounts Payable, x5638, for Direct Payment.

The MTA number or a reference number (supplied by enduser when placing order) is used as the order number, regardless of the terminology used by the vendor (purchase order number, etc.). Note: A purchase order number, blanket order number, or purchase request number is not a valid order number. Suggestion: Use a reference number instead of MTA number as the order number when the MTA number will probably be in effect for many orders.

Requestor must submit the following to Accounts Payable (A/P):

1. Completed Material Transfer Direct Payment Form
2. Attach a copy of vendor instructions for payment of applicable charges

The vendor instructions may take the form of a webpage printout, e-mail correspondence or information from the original draft MTA, etc. and will serve as supporting documentation.

### FORM INSTRUCTIONS:

1. Date – the date the request is being submitted
2. MTA number – the agreement reference number
3. Vendor name – the repository, institution or university providing the material
4. Vendor remit-to address – the address where check is to be sent
5. Wire transfer information – bank information, usually for international payments only including currency (preference is U.S. Dollars)
6. Vendor Telephone Number – telephone number that A/P can call if there are any questions
7. Vendor Fax number – fax number that information can be transmitted quickly if there are any questions or additional communication is needed
8. Material being transferred – a brief description of the material being sent
9. Name of person receiving material – the recipient scientist
10. Material Transfer Fees – the cost of the shipping/handling costs etc., preferably in dollars
11. Center number – the center number of the program area incurring the cost
12. Payment instructions –A/P to pay based on a) the receipt of the form or b) upon receipt of an invoice
13. Remarks – any additional information for A/P to be able to process payment
14. Form prepared by – requestor name and phone number that A/P may call for any questions
15. Fiscal Authority – signature approval for the costs being incurred on the center number listed on form

Send the completed form and attached information to Accounts Payable.