

**PAYMENT OPTIONS WHEN REQUESTING SERVICES**

**Purchase Order - *Educational Institutions or Businesses using a Purchase Order system:***

Please mail or FAX us a purchase order with complete information pertaining to services being rendered and the Core performing the services (Genomics, Macromolecular, Mass Spectrometry, NMR, Proteomics, Bioinformatics, Flow Cytometry, Protein Expression, or Growth Chambers).

**Credit Card:** Please complete the Credit Card Authorization Form available on our website. It can be either fax to the Business Office or sent to us via email ([gtsf@msu.edu](mailto:gtsf@msu.edu)). We accept American Express, Discover, Visa, and Master Card.

**Wire Transfer:**

Wire transfers should be sent to:  
**LaSalle Bank, NKA Bank of America**  
**2699 W. Big Beaver Rd.**  
**Troy, MI 48084**  
**248-643-7400**

- The transfer should be marked with "**For the Account of the Board of Trustees, Michigan State University**"
- The ABA Routing number is **0720-0080-5**
- The University account number is **1935-218139**
- Note the RTSF Invoice number to credit

**Internal MSU Account charge:** If you are a researcher on campus and would like to charge services on your MSU account number, please provide the account number to the Core when requesting services. Your account will be charged at month-end close.

If you have any questions, please contact us at the number listed below:

**Research Technology Support Facility ~ Business Office**  
**Michigan State University**  
**S-20 Plant Biology Building**  
**East Lansing, MI 48824**  
**Phone: (517) 355-6759, ext. 103**  
**FAX: (517) 355-6758**  
**Email: [gtsf@msu.edu](mailto:gtsf@msu.edu)**