



INDIANA UNIVERSITY

DEPARTMENT OF BIOLOGY
Bloomington Drosophila Stock Center

AGREEMENT FOR MONTHLY BILLING ACCOUNT WITH THE BDSC

The Bloomington Drosophila Stock Center at Indiana University (BDSC) provides genetically defined stocks of *Drosophila melanogaster* to qualified organizations for research or teaching.

BDSC fees are subsidized by a research resource grant from the National Institutes of Health, Office of the Director. Prices for stocks and handling are fixed for each calendar year. Postage prices change within the year only if US Postal Service rates change. Prices are posted at <https://bdsc.indiana.edu/order-accounts/fees/index.html>. We do not provide custom quotes for theoretical orders, but you can use the price information quoted in the page linked above to determine your costs for a theoretical set of orders.

The POMulti account type allows orders to be placed through our website and the samples will ship on the next ship date after your request is processed. Our process and shipping schedule is available [online](#). The POMulti account is active if the BDSC has a PDF copy of an official institutional standing/blanket/open purchase order (PO) or its equivalent on file for your account. "POMulti-InProgress" refers to accounts whose account owners have stated they wish to have a POMulti account, but we do not have a valid PO on file. A valid PO is defined as one in which: 1) the PO document is stamped or signed by someone with signature authority at your institution, 2) the PO document has not expired, and 3) the PO document has a value listed in US \$ on the PO that is greater than the balance of orders invoiced against the PO. If a PO does not have a limit (a dollar value past which the PO cannot be used to pay invoices), then the PO should be explicit in saying "orders will be paid as invoiced".

POMulti accounts are invoiced every four weeks, NOT after every shipment. We send a single invoice to the accounts payable address on your purchase order for all uninvoiced orders shipped >7 days from the invoice date. The invoice will itemize the charges for each shipment as well as any debits or credits on your account. Notifications are sent to account holders or their delegates if the PO on file is about to expire, if the balance of the orders invoiced has exceeded or is within \$100 of the stated value of the PO, or if a PO with no expiration date listed will be >365 days old within the next invoice period.

Your PO should list Indiana University as the vendor with the BDSC as a subaccount. Our physical address is Bloomington Drosophila Stock Center, Dept of Biology, Indiana University, 1001 E. Third Street, Bloomington, IN 47405-7005 USA. E-mail your blanket purchase order document as a PDF to flypurch@indiana.edu. Please be sure to identify the BDSC account for which the purchase order is intended (include the Bloomington account number and the account owner/holder's name). Your PO must also contain the the value of the PO in US dollars (or "will pay as invoiced") and the billing/email address to which the invoice will be sent. **We prefer emailing invoices if at all possible.** If applicable, the start and expiration date of the PO should also be included. Note: shipping preferences and order delivery addresses are provided by the account user directly to the BDSC via our online form and will not be taken from the PO.

If your organization does not use purchase orders to guarantee future payment for goods provided now, a signed 'promise to pay' letter from your academic or financial department will also be accepted. See https://bdsc.indiana.edu/pdf/POMulti_Promise_to_Pay_Template.pdf to download a template.

Additional information about the BDSC is available from our web site:

BDSC Home: <https://bdsc.indiana.edu/index.html>

Account info: <https://bdsc.indiana.edu/order-accounts/accounts/index.html>