



Payment procedure for plasmids or other biological materials

Please include the **Invoice number**, so that the transaction can be tracked by the university.

Checklist

1. Check or Money Order drawn in **US dollars** from a U.S. based account.
2. Make payable to:
University of Delaware
3. Include **Invoice number** on Check or Money Order
4. **Mail** check or money order to Dr. Papoutsakis
5. If needed, **wire transfer** instructions on next page

We can ONLY ACCEPT bank checks or Money Orders drawn in US dollars (no other forms of payment are accepted). Bank checks or Money Orders are to be made payable to: **The University of Delaware** and mailed to:

Dr. E. Terry Papoutsakis
Delaware Biotechnology Institute
University of Delaware
15 Innovation Way
Newark, DE 19711, USA

Check / Money Orders should be drawn on a U.S. based account (any bank that has a physical branch located in the U.S.), and payment should be made in US dollars.

Contacts:

For any other queries, please contact:

Stephanie Luff
University of Delaware
15 Innovation Way
Newark, DE 19711, USA
Phone: 1 (302) 831-8635
Email: sluff@udel.edu

Ellinor Schmidt
University of Delaware
15 Innovation Way
Newark, DE 19711, USA
Phone: 1 (302) 831-6168
Email: eds@udel.edu

Wire Transfer Instructions

If you are wiring funds, please supply the following information to your financial institution.
Transfer funds to:

<p>Transfer funds to:</p> <p>Reference:</p>	<h3>Incoming Domestic Wires</h3> <p>M & T Bank Rodney Square North 1100 North Market Street Wilmington, Delaware 19890-0001</p> <p>Routing and Transit number 022000046 Account Number: 1034-8250 For Credit To: University of Delaware General Operating Attention: Cashiers Office (302) 831-8102</p> <p>For Student Payment Provide Full Student Name and ID Number For Departmental Payment Provide Department Name and Invoice Number</p>
<p>Transfer funds to:</p> <p>Reference:</p>	<h3>Incoming International USD Wires</h3> <p>M & T Rodney Square North 1100 North Market Street Wilmington, Delaware 19890-0001</p> <p>Account Number: 1034-8250 SWIFT Code: MANTUS33 CHIPS ID: 0555 Account Number: 1034-8250 For Credit To: University of Delaware General Operating Attention: Cashiers Office (302) 831-8102</p> <p>For Student Payment Provide Full Student Name and ID Number For Departmental Payment Provide Department Name and Invoice Number</p>

Wire Transfer Fee Assessment:

When a wire transfer is initiated, your originating bank can directly wire the funds to M & T Bank. You may be assessed a fee by your bank. If your bank uses an intermediary bank (usually a New York Bank), the intermediary bank may also assess a fee (approx.\$10-\$30) **which is your responsibility to pay.**