COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM
at the HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA

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 which remain unpaid for several months risk going to collections.

HOW TO CALCULATE YOUR PURCHASE ORDER FOR PARTICIPATION AND PROCESSING*:

Participation fee as noted on registration site:	
Example: 2016 DLE Survey participation fee = $825.00	$825.00
Processing fee as noted on registration site:	
Example (if 1000 completed questionnaires are submitted):	
1000 x $3.25 = $3250.00	$3250.00
Total amount to encumber for a purchase order:	**$4,075.00**

** Please note that the figures in the above example are just that – an example. Please consult our website at www.heri.ucla.edu and navigate to the current year survey for up-to-date pricing on our surveys.*

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

What if I want to pay for both the participation and the processeing fees in advance?
If you wish to prepay for the participation and processing, 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.