



GENÈVE, SUISSE
GENEVA, SWITZERLAND

ORGANISATION EUROPÉENNE POUR LA RECHERCHE NUCLÉAIRE
EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH

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Request for a "Visiting Research Team account"

The request to open a Visiting Research Team account at CERN shall be specified in an official letter¹, sent by the Head of the Institute or his representative to the CERN Finance Division.

The request shall include:-

- the name of the experiment on which the Team will be working,
- the postal address of the Institute where invoices have to be sent for payment,
- the amount of granted and guaranteed credit for the calendar year (1 January – 31 December),
- name of the Team Account Manager in charge of the Team account,
- name and signature of each member (including the Team Account Manager) of the Team entitled to enter into commitments on the Team's behalf, as well as the maximum amount authorised per transaction for this member. Only persons registered by the CERN Users office and having a CERN identification number may obtain electronic signature rights. Please note that a change in signature right has always to be approved by the Director of the Institute or his representative.

Please [add](#) to your request [the form under Annex 1](#).

Provided that the above-mentioned information is in line with our requirements the opening of the new account will take place. CERN's Finance Division will confirm the opening of the account, indicating its number.

I should point out that these accounts are open exclusively for professional activities in the framework of collaboration. Moreover, all types of expenses are subject to the prior authorisation of the members you appointed.

- Institutes are under the obligation to control expenditure, outstanding commitments, invoiced amounts and the balance of their Team account. The status of Team account should be monitored regularly. Team accounts operate on CERN's Electronic Document Handling (EDH) by default ([see Annex 2](#)).
- The Team's expenditure shall be invoiced after the end of the month by CERN Finance Division. Invoices are sent exclusively to the official postal address and must be settled within *30 days of issue*. You are kindly requested to state clearly on your bank transfers the relevant CERN [invoice number](#) and [team account number](#).

In case of questions, please do not hesitate to contact us.

Yours sincerely,

Visiting Research Teams Section:- <http://fi-dep.web.cern.ch/fi-dep/structure/FI-ctt.htm>
Finance Division – CERN

Enc: Annex 1: Additional Information Form
Annex 2: Control and Management of the Account

¹ Letter with the official letterhead of the Institute and, after the signature, the seal/stamp of the Institute.