



Center for Environmental Sciences & Engineering  
University of Connecticut  
3107 Horsebarn Hill Road, Unit 4210  
Storrs, CT 06269

## CESE laboratory analysis billing FAQ

### I'm a UConn or UConn Health customer. How do I pay for my analysis?

You will be billed after sample results are reported.

- **UConn-Storrs and regional campus** samples are billed directly to a KFS account number. Please include your KFS account number on the Chain of Custody form.
- **UConn Health** samples are billed directly to a purchase order number or a FOAPAL number. Please include your purchase order number or FOAPAL number on the Chain of Custody form.

### I'm an external customer (non-UConn). How do I pay for my analysis?

You will receive an invoice by e-mail after sample results are reported.

- Payment terms are Net 30 days.
- Please do NOT mail checks to the CESE campus address at 3107 Horsebarn Hill Road.
- Checks made payable to the University of Connecticut should be sent to our remittance address:  
Wilbur Cross Building  
233 Glenbrook Road, Unit 4231  
Storrs, CT 06269
- We do offer an ACH/electronic check payment option. Your invoice will include the online access link if you prefer to pay with this method.
- Apologies, but we do NOT accept credit card payments at this time.
- If your organization requires a W-9 form, the UConn W-9 form can be found here:  
<https://tax.uconn.edu/general-information/>