How to order lab supplies & equipment

• Identify 1 main lab contact to provide all orders
• Complete the form on page 3
  – Access the Excel version: G:\Team\Geriatrics General\Purchasing
• Email form to geri_purchase@medicine.wisc.edu
  – Include:
    • Supplier
    • Web link and price OR item quote
      – You will be provided information to help purchase items that are >$5,000.
    • Quantity
    • Shipping address
      – Large item purchases may follow specific SOP processes
    • Funding string
      – Confirm with post award accountant to ensure appropriate fund is used
Assistance with locating items to order:

- Browse items on UW Shop ([INSTRUCTIONS](#))
  - Identify 1 key lab person who will be doing all ordering
  - Contact us to have a 10-min Teams call to walk through how to use ([geri_purchase@medicine.wisc.edu](mailto:geri_purchase@medicine.wisc.edu))

Communication expectations:

- Within 48 hours, you will receive confirmation of order
- If order status is in question, send an email to ask for assistance with the item # and order confirmation #

Questions on P-Cards and MD Numbers?

- See the additional information ([HERE](#))
Division of Geriatrics & Gerontology
Purchase Request Form

Customer Information

UW Fund or Account:  
Requested By:  
Lab Name:  
Date of Request:  
Date Needed:  
Delivery Address:  

Vendor Information

Company:  
Address:  
Phone 2:  
Website:  

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Grand Total $0.00

To complete this form electronically, go to TOOLS and select Fill and Sign. Save your form and email it to geri_purchase@medicine.wisc.edu.