

**GENERAL LAB SUPPLIES:** We do not have a main person in charge of ordering general supplies. This means if something runs out or is running low and you write it on the board, **NOTHING WILL HAPPEN**. The item will be out of stock and it will remain written on the board.

### What to do?

- A. Please do write the item on the white board in histology**—this will let others know that the item has been noted. Date and initial the item. Someone may know where there is a hidden stash and they will be able to find you and tell you where the item is hiding.
- B. Take action:**
1. Locate ordering information for the item:
    - Go to the SHARED SUPPLIES DATABASE:  
**smb://oto-claude.oto.washington.edu/shared/Shared/~Rubel Lab Orders/\*NEW\*RUBELAB SUPPLIES DATABASE**
    - Search for the item using the "find" function on the menu bar.
      - if you find it, duplicate the record and fill out the ordering information such as your name, date, quantity you are ordering, updated pricing information etc.
      - if you don't find the item, please CREATE A NEW RECORD so it will be easier to order next time and we will have it in our inventory.
  2. Fill out a [Rubelab Order Form](#).
    - a blank order form may be found in <smb://oto-claude.oto.washington.edu/shared/Shared/~Rubel Lab Orders/RUBELAB BLANK ORDER FORM/RubelabOrderform.docx>
      - you may fill this out with your info and "save as" with your name so you can use it again in the future.
      - after you fill out the form "save as" in this format:  
"080515\_LIQUID N2"  
or  
"080515\_paper towels"
      - If this is a [SHARED SUPPLY](#), please share the file in the SHARED SUPPLIES ORDERS folder. You may also like to save a copy of the file in your own folder, which you may create eg: >>ROBIN'S ORDERS>>

- *Include the quantity, cost and catalog number of the item. Visit the e-procurement site to get the UW discount price for the item.*

**eProcurement website:**

1. Fill out the Vendor, Vendor address and telephone number. If you find this item on [eProcurement](#), you can just write the vendor name and "eProcurement" in the comments section in place of an address.
2. Take the Order Form to your PI so they can advise you what budget this needs to be charged to. Should it be charged to the shared budget (Budget Split), or is this a non-general item that should be charged to only a single budget?
3. Your PI needs to sign the form or you may sign the form (if you have spending authority to do so).
4. Hand the order in to Maria's box in the front office.

OR

5. **SEND MARIA AN EMAIL WITH THE ORDER FORM IN PDF FORMAT. BE SURE TO INCLUDE AN EMAIL FROM YOUR PI AUTHORIZING THIS CHARGE TO WHATEVER BUDGET NUMBER YOU ARE USING,**
  6. Return to Histology and indicate on the board that the item you wrote down has been ordered and when. This way, someone else won't come along and order it again after you have placed your order.
  7. When the item comes in, you will be notified you have a package.
  8. Retrieve the package, unpack the item, date the item, put it away where it belongs and recycle the packaging. Sign the packing slip with name and date and return to Maria's tray in the front office. Indicate on the board that the item was received or erase it.
- PLEASE UPDATE THE DATABASE INDICATING THAT THE ITEM WAS RECEIVED (ENTER DATE) AND WHERE IT IS STORED.