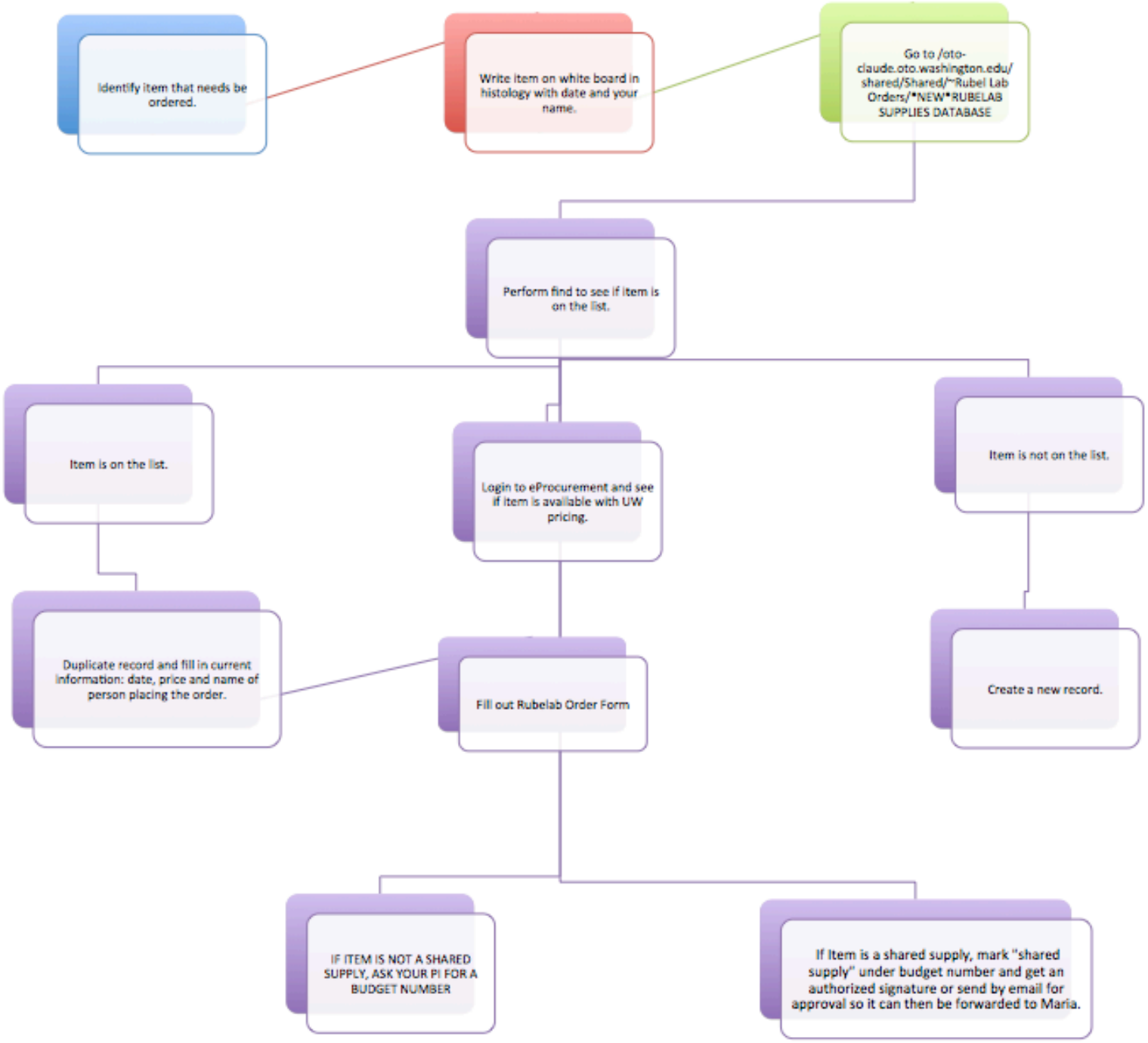
Identify item that needs be ordered.
Write item on white board in histology with date and your name.
Go to /oto-claude.oto.washington.edu/shared/Shared/~Rubel Lab Orders/*NEW*RUBELAB SUPPLIES DATABASE
Perform find to see if item is on the list.
Item is on the list.
Login to eProcurement and see if item is available with UW pricing.
Item is not on the list.
Duplicate record and fill in current information: date, price and name of person placing the order.
Fill out Rubelab Order Form
Create a new record.
IF ITEM IS NOT A SHARED SUPPLY, ASK YOUR PI FOR A BUDGET NUMBER
If Item is a shared supply, mark "shared supply" under budget number and get an authorized signature or send by email for approval so it can then be forwarded to Maria.