1. Identify item that needs to be ordered.
2. Write item on whiteboard in histology with date and your name.
3. Go to /oto-claud/oto.washington.edu/shared/Shared/"Rubel Lab Orders/"NEW/RUBELAB SUPPLIES DATABASE
4. Perform find to see if item is on the list.
   - If item is on the list:
     1. Duplicate record and fill in current information: date, price and name of person placing the order.
   - If item is not on the list:
     1. Create a new record.
     2. Fill out Rubelab Order Form
5. Login to eProcurement and see if item is available with UW pricing.
6. If item is not a shared supply, ask your PI for a budget number
7. 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.