## Preparing non-routine requisitions

<table>
<thead>
<tr>
<th>Order Type</th>
<th>Notes</th>
<th>Standard verbage</th>
<th>For</th>
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| **Academic Support Services** *(professional services)* | ● Set up as blanket order for max of 1 year  
● Complete/attach **sole source justification**  
● Complete/attach **academic support svcs agreement**  
● Account code: 2620 for non-individuals  
● Account code: 2621 for individuals  
● SSN required for individuals | Academic support services contract to (description of services) for (time period) at (rate of pay). | Purchasing |
| **UW Sponsored Events** *(food/breaks)* | ● Event must have business purpose  
● State/UW meal limits apply  
● Provide agenda, invite, registration form, announcement, and list of potential/actual participants. See COE **Events info**  
● Account code: 3780 if no fees collected  
● Account code: 3781 if fees are collected | (Meal) for participants attending the (name) of event, held on (date), at (location). | Purchasing, Event, and State regulations |
| **Vendor Prepayment** *(cash with order)* | ● Vendor does not accept procard  
● Vendor will not invoice  
● Obtain cost quote  
● Code to appropriate expense account code | Vendor requires prepayment. See attached quote. | Accounting Services |
| **Capital Equipment** *(Fabrication-Initial order)* | ● Fabrication must have ending value of at least $5K with 2 year useful life  
● Account code: 4602 | Initial order for fabrication of (name of equipment system) | Property Control |
| **Capital Equipment** *(Fabrication-Components)* | ● Reference initial req number or UW inventory number assigned, along with name of fabrication.  
● Account code: 4602 | Inventory as component to (req number or inventory) (provide name of equipment system). | Property Control |