

Preparing non-routine requisitions

Order Type	Notes	Standard verbage	For
<p style="text-align: center;">Academic Support Services <i>(professional services)</i></p>	<ul style="list-style-type: none"> • 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 	<p>Academic support services contract to (description of services) for (time period) at (rate of pay).</p>	<p>Purchasing</p>
<p style="text-align: center;">UW Sponsored Events <i>(food/breaks)</i></p>	<ul style="list-style-type: none"> • 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 	<p>(Meal) for participants attending the (name) of event, held on (date), at (location).</p>	<p>Purchasing, Event, and State regulations</p>
<p style="text-align: center;">Vendor Prepayment <i>(cash with order)</i></p>	<ul style="list-style-type: none"> • Vendor does not accept procard • Vendor will not invoice • Obtain cost quote • Code to appropriate expense account code 	<p>Vendor requires prepayment. See attached quote.</p>	<p>Accounting Services</p>
<p style="text-align: center;">Capital Equipment <i>(Fabrication-Initial order)</i></p>	<ul style="list-style-type: none"> • Fabrication must have ending value of at least \$5K with 2 year useful life • Account code: 4602 	<p>Initial order for fabrication of (name of equipment system)</p>	<p>Property Control</p>
<p style="text-align: center;">Capital Equipment <i>(Fabrication-Components)</i></p>	<ul style="list-style-type: none"> • Reference initial req number or UW inventory number assigned, along with name of fabrication. • Account code: 4602 	<p>Inventory as component to (req number or inventory) (provide name of equipment system).</p>	<p>Property Control</p>