"I Want Document" LASSP/KAVLI Instructions

ALL U76 and U51 Accounts

The following are required fields.

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Document Overview:

- Business Purpose (please include "for this research project")
- College/Division – ***use 3400 Research***
- Department/Unit – ***use 3476 LASSP***
- Delivery Address

The College and Department/Unit is important for routing purposes, please use these as your defaults for LASSP and KAVLI purchases.

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Items:

- Description (item)
- Quantity
- Catalog # if applicable
- Cost

Accounting Info:

- Account Number and any applicable Sub-Account Code
  ** Please do not use account description field. Enter account in the account number field. Forms without valid account information will be delayed until account information can be retrieved.

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Vendor:

- Vendor Name and contact information

** Please note that the attachment section works in this application so please attach quotes or any applicable information.

Routing and Submission:

- The approval process for LASSP remains the same.
    - For **pre-approval** by your PI or some other member of the group is required please **enter the netid of the pre-approver**.
    - If **pre-approval is not required**, please enter lsh32 for Linda Hatch
    - **Pre-approver, please enter lsh32 for Linda Hatch, hit the "send ad hoc request" button at bottom wait for page to reset then hit the "approve" button.**

Please let us know if you have problems, questions and/or concerns.