

HELPFUL HINTS IN PREPARING CAPITAL EQUIPMENT REQUISITIONS

The following guidance is provided to enable a smooth acquisition and communication process:

1. The name listed as Requestor and Deliver-to on the PR will be contacted for status updates as listed in the Capital Equipment Process. Please determine the appropriate name for quick and direct notification.
2. Provide Requestor and Deliver To person's e-mail address on the PR to ensure prompt and accurate notification.
3. List Administration program area e-mail contact as a comment in the PR for copying e-mail notifications
4. List all emergency or special requirements clearly on PR, such as:
 - a) to secure funding
 - b) construction or renovation location and estimated completion date
 - c) storage requirements.
5. Deliver-to field on PR refers to the Bldg (& room) where the equipment will be delivered and used.