



USING AN SU-13 (INTERDEPARTMENTAL REQUEST FORM) FOR YOUR BIO-STORES PURCHASES

Please have the following written on the SU-13:

1. **{MOST IMPORTANT}** the person signing the SU-13 **MUST** have signature authority on the account. That person must be in the Oracle Authority Manager system and have requisition and expense authority.
2. The Department name.
3. The Professor's name.
4. PTA number (Project Task Award).
5. Date written and date wanted (at top right).
6. **Items needed to be purchased on the SU-13 MUST be indicated by catalog numbers, descriptions, quantities, and prices. If you are unsure of what your purchases may be; PLEASE HAVE A DOLLAR LIMIT WRITTEN ON THE SU-13. ***We will not accept any SU-13s that do not indicate what is to be bought or without a dollar limit.*****
7. Contact number for the person authorizing and signing the SU-13. Please have their names **printed legibly** for verification of authority.
8. Person requesting the product(s) name must be written in the "requested by," box.

IF you have questions please call Maria Perez 4-4998 or you can email your questions at riabella@stanford.edu or Joe Shackelford @ 3-9825
Or email me with your question at josephg@stanford.edu