

- x Components of a system should be entered on separate line items of the purchase order with the exception of software. Any related software should be noted with cost on the same line item as equipment.
- x Each line item should reference the corresponding ETF authorization number for the system.
- x ETF items, with the exception of equipment that requires installation and/or calibration, must be delivered to ODUP Property Control. Please see 'Ship To' Address section below.
- x Final delivery location shall be included in the overall PO comment section on the REQ. Please see 'On Campus Deliver To' Address section below.

Title of the REQ

The REQ title should be entered in the following format: ETF, Vendor Name, Order Description, ETF Budget Code/Sub Account Code. In the Header [Comment section](#) enter the ETF number and Final Delivery information.

The final delivery location (building and room number) shall also be included in the overall PO comment section on the REQ to include, contact name and phone number.

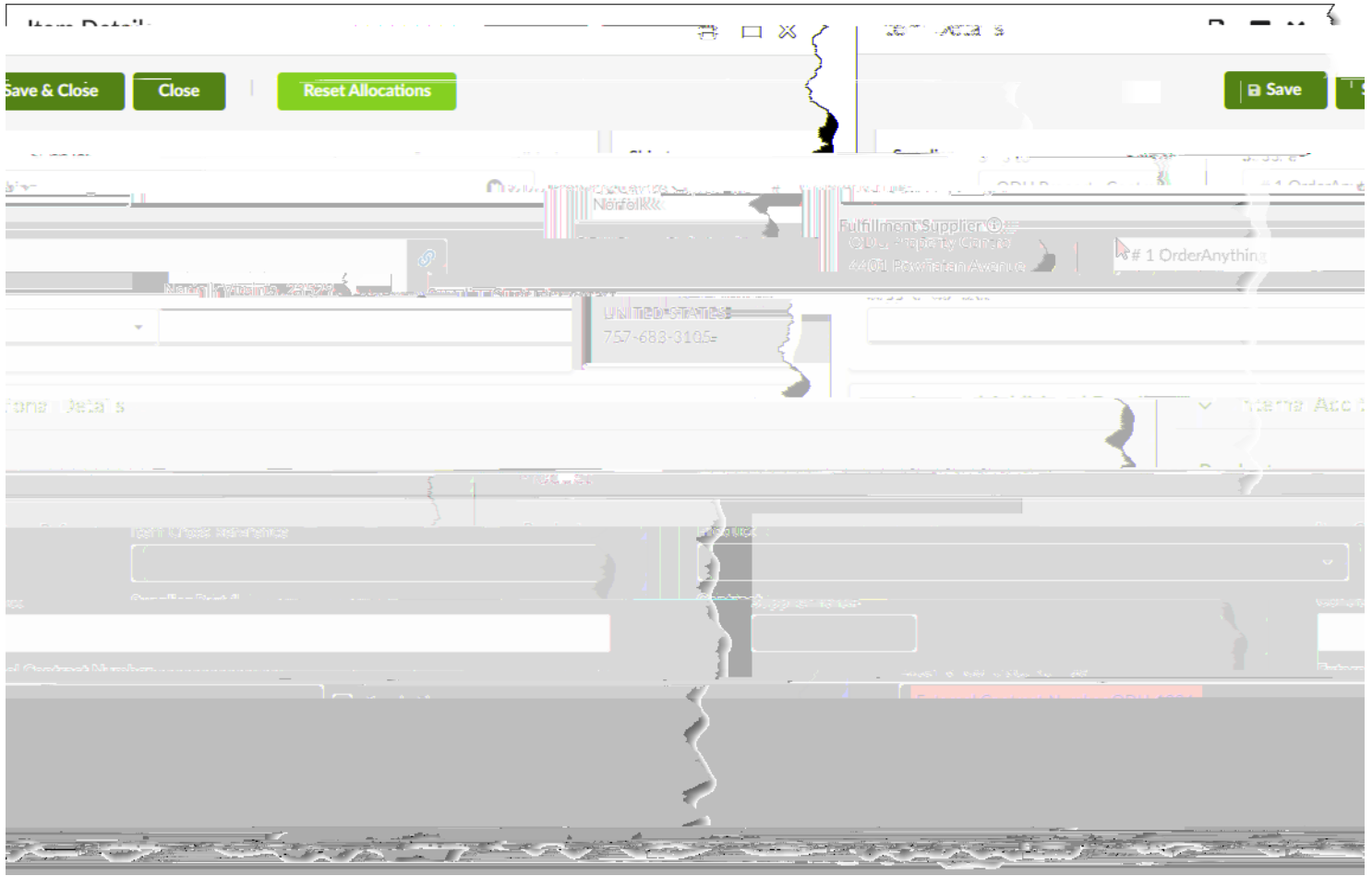


'Ship To' Address:

All ETF items, with the exception of equipment that requires installation and/or calibration, must be shipped

Contract Suppliers

Enter contract number in the Item Details Internal Additional Details Product section “External Contract Number”.

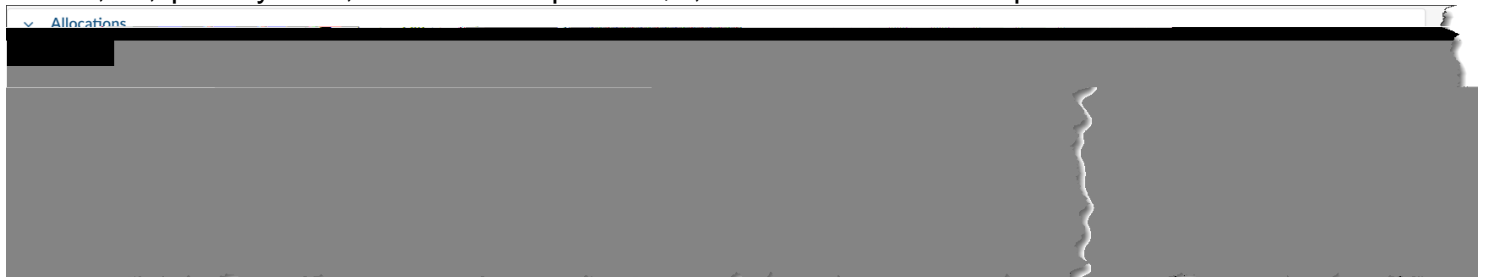


Allocations

Agency Use One (BudgetCode) and Account (SubAccountCode)

The appropriate ETF budget code is required to be used for each line item. Consider the purpose of the system (Laboratory Equipment, Medical and Dental Equipment, etc.) instead of the component parts when identifying the appropriate sub-account for the system.

Note: Quantities should be the number of actual systems and the unit price of the actual system. For example, orders, i.e., quantity of 50,000 with a unit price of \$1, are not allowed for ETF purchases.



Freight and/or Shipping Charges

Include freight and/or shipping charges on a separate line item, with the appropriate freight and/or shipping commodity code number 96286 and sub-account code 5021.



