

Purchasing Process - Department of Integrative Biology
effective January 2025

SUPPLY / EQUIPMENT PURCHASES:

- Technology purchases (e.g. computer, software, printer, monitor) should be emailed to iBio IT Systems Engineer Cole Christophel
- Place your ShopUW+ order requests directly online at <https://shopuwplus.wisc.edu/>. Assign your cart to Nate Lepak.
- Complete the iBio Purchasing Request Google Form for all other purchasing requests: https://docs.google.com/forms/d/e/1FAIpQLSew3KN95mYQtCibMCnoii1MHPndnczS_xrWN59VoMGzDkwWZA/viewform
- We have a small list of stocked inventory; complete the iBio Purchasing Request for these items. See list at: https://docs.google.com/spreadsheets/d/1g1JLV1L_Vm6ctXPnkZj1C9V5FJBLv4nross69zxXqSE/edit?gid=0#gid=0
- All purchasing requests are being processed by an L&S financial staff member.

TRAVEL – INDEPENDENT OR GROUP:

- Before incurring any travel expenses, contact L&S Financial Staff John Stauffer at john.stauffer@wisc.edu for assistance.
- Complex questions related to field research travel should be sent to iBio Accountant Michelle Kirch.

VISITORS:

- Graduate Student Recruitment – contact Kelin Boldiis and/or Michelle Kirch
- Colloquium & Special Lecturer Speakers – contact Michelle Kirch
- Faculty Searches – contact Julie Lindsey
- Other Visitors – contact Michelle Kirch

Process Questions? Contact iBio Admin Staff Julie Lindsey and/or Michelle Kirch. Thank you!