“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 Ish32 for Linda Hatch in the approvers box.
  - **Pre-approver**, please enter Ish32 for Linda Hatch, hit the “send ad hoc request” button at bottom wait for page to reset click button for “I have not placed order” then hit the “approve” button

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

https://gateway.procurement.cornell.edu/

**Business Purpose.** The Business Purpose on a transaction needs to describe the expenditure and tie it to the source of funds. It is important on grant account spending to briefly describe how the item will further the research supported by the grant. This is particularly important with items such as computer supply or software and items that are normally used outside the lab or used for multiple experiments in the same lab. (Examples: stools, pillows, storage containers etc.) Rather than simply saying that a particular electronic component is “Lab Supplies” this is better described as “Electronic components for use on Prof. Smith’s DARPA project (or Account number or OSP 12345).” Incorporating the particular project on the initial instance clearly establishes allocability, and thoroughly considering the project up front reduces the need for cost transfers.

Normal office supplies should not be put on grant accounts. Please ask your PI for a discretionary account for these items.