

Request Order Form (ROF) Instructions

Vendor Information

- Name/address/phone# of vendor or payee
- If university employee, reimbursement must include the UCLA ID#
- If non-university employee, must include SS# or Tax ID#

Requestor and Delivery Information

- Complete dates, requestor name, PI name, delivery address and requestor's phone number
- Include an award identifier if you do not know the full accounting unit (FAU) i.e. recharge ID#, DOE, NSF, etc. or enter the FAU in the FAU Section
- If order is emailed, please include a cc to the PI/Supervisor as authorization to process the order
- If the order is hand delivered, it must contain signature approval
- Include the fabrication number, if applicable
- For large ticket items that you do not want paid until items are inspected and meets your approval, please check the box "Do NOT pay invoice until notified". Requestor must contact the Business Office to release the invoice for payment ASAP. **Please note that this box should be checked only in rare circumstances**

FAU Section

- If known, please complete the FAU section. Acct (account number); CC (cost center); Fund (fund#). All other fields will be entered by the Business Office
- If you have multiple FAU's (order will have split funding), please add FAU and then put the % in the last field of each FAU. If you need additional space, use the special instructions section.

Items to be Ordered Section

- In order for the prices to calculate, you must include a quantity and unit cost.
- Include unit size and catalog number (if available)
- Include Shipping/handling costs if known
- If items (e.g. repair, service), are tax exempt (or tax included for reimbursements), check the tax exempt box. This will remove the tax from your order

Special Instructions/Comments/Justification

- Use this section for any special notes about the order, e.g. justification for equipment purchases, shipping preference, alternate shipping address, etc.

IMPORTANT: When the ROF is completed, click UPDATE and send to orders@physics.ucla.edu AND your fund manager for processing. Include any supporting documents (shopping carts, quotes, specs, etc.) as an attachment to your email.

Please Note: Requests for reimbursement within 30 days should include original receipts and justification for the purchase other than travel, entertainment, conference registrations, tuition reimbursements and maintaining professional credentials. See UCLA Policy 741.