

OSU Internal Vendors in eRequest
(As of 09/26/2013)

Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
2012 Integrative Therapies Conference A simplified method for internal nursing staff/employees planning to attend the 2012 Integrative Therapies Conference to process payment of registration.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Marjorie Holmes Phone: 614-292-7130 Email: Marjorie.Holmes@osumc.edu	Nor necessary.	Registration form for conference; can be attached to eRequest.	Via email, by request.	N/A
Agricultural, Environmental, and Development Economics (AEDE) Printing posters etc.; registration for AEDE conferences; provides community development services.	Submit an approved eRequest with any additional documentation via email dispatch to Joan Weber (weber.11@osu.edu) and Ana Crespo (Crespo.2@osu.edu). Should attach to eRequest: invoice, registration form or other relevant documentation as required. Contacts: Joan Weber and Ana Crespo Phone: 614-292-7912 and 614-292-3115 Email: weber.11@osu.edu and crespo.2@osu.edu	No.	Yes An invoice, registration form, or other documentation as applicable should be attached to eRequest.	Journal entry shall serve as receipt.	N/A
AgriNaturalist Advertisements in AgriNaturalist.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Greta Wyrick Phone: 614-688-3178 Email: wyrick.1@osu.edu	No.	No.	N/A	N/A
Alber Enterprise Center Alber Enterprise Center offers personal and professional development programs including non-credit courses (Education 2 Go), seminars, and events.	Submit an approved eRequest with any additional documentation via email dispatch. Contacts: Annette Shuster, or Lynn Altomari Phone: 740-725-6325 (or 5-6325) Email: shuster.18@osu.edu, or altomari.3@osu.edu	No.	No.	Contact Annette Shuster at shuster.18@osu.edu	N/A
Alumni Association - Longaberger Alumni House The Longaberger Alumni House offers conference room rentals and event registrations for a number of different events throughout the year. Please visit www.OhioStateAlumni.org for further details or call 1-800-762-5646. For information on room rentals, please call 292-3067.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Sally Hopper Phone: 614-292-0989, or 4-1239 Email: 100W@ohiostatealumni.org	No.	Yes. All initial orders for registration of an event are placed on line at www.OhioStateAlumni.org/events or by calling Customer Service at 1-800-762-5646. All Longaberger room rentals, please call 292-3067.	Request a copy of the receipt on the eRequest under comments. If the receipt needs to go to someone other than the requestor, please add that person's e-mail address.	N/A
Animal Science The sale of meat, animals, eggs ,etc.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Kelly George Phone: 614-688-3224 Email: george.239@osu.edu	No. N/A.	No.	Contact Kelly George.	N/A
Athletics, Department of Services provided by the Department of Athletics include ticket sales, merchandise sales, facility tours and rentals, golf course and restaurant	Submit an approved eRequest with any additional documentation, via email dispatch Contact: Pete Hagan Phone: 614-292-4348 Email: athletics_eRequest@buckeyes.ath.ohio-state.edu	Highly recommended Contact specific area within Athletics (i.e. Ticket Office, TEAM Shop, Golf Course) to verify the availability of product or service	If quote is required submit with eRequest	Upon request	N/A
ATI - Business Office	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Sharon Wolf Phone: 330-287-1323 Email: wolf.195@osu.edu	No.	Attach to eRequest.	Contact Business Office.	N/A
ATI - Greenhouse	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Robert McMahon Phone: 330-287-1320 Email: mcmahon.2@osu.edu	Contact Robert McMahon.	No.	Contact Sharon at 330-287-1323.	N/A

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<p align="center">ATI - Farm</p> <p>The Farm sells live animals, animals for meat delivered to a processor (hogs for hog roasts), and cuts of meat. All the above is based on periodic availability.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contacts: Mark Schleppey or Casey Meek Phone: 330-698-5021 Email: schleppey.9@osu.edu or meeck.33@osu.edu</p>	<p>Yes. Contact Mark Schleppey or Casey Meek.</p>	<p>No. But, other information can be faxed to 330-698-2177.</p>	<p>Call 330-698-5021, attention Sharon.</p>	<p>N/A</p>
<p align="center">ATI - Flower Shop</p> <p>Custom designed fresh floral arrangements, corsages, boutonnieres and centerpieces, fresh flowers by the stem, silk and dried arrangements and permanent plant décor.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Terry Lanker Phone: 330-287-1242 Email: lanker.2@osu.edu</p>	<p>Yes. Pricing varies by season, occasion, design size and other factors. An email request detailing the occasion, quantity, and type of arrangement/s should be made well in advance of the flower need. The larger the order, the more time is needed to confirm availability of services and plan the design work. Floral department personnel will follow up email requests by phone or email to offer options and finalize order details. Contact Terry Lanker by phone or email.</p>	<p>None needed.</p>	<p>A detailed invoice will be emailed upon completion of design services.</p>	<p>Yes. 1. Floral design needs – quantity, type of arrangement/s, occasion 2. Date and time needed 3. Budget 4. Preferred flowers or color scheme, if any. (Open orders based on seasonal flowers and colors will usually be less costly) 5. Transportation options: Flowers are designed on the ATI campus in Wooster. In most cases, customers will need to arrange their own transportation/delivery.</p>
<p align="center">Barnes & Noble The Ohio State University Bookstore</p> <p>Books, Gift Cards, OSU clothing and gifts, Medical scrubs, lab coats & supplies, school and office supplies, commencement regalia, buckeye candy, catering from our café (Starbucks, Cheesecake Factory desserts, bagels, etc.), and much more.</p>	<p>Submit an approved eRequest with via email dispatch. In a hurry? Call to notify us of incoming eRequest and we'll have it processed ASAP; phone 247-2000 and ask for a manager. Contact: Kathy Smith Phone: 614-247-2000 Email: bookstore@osu.edu</p>	<p>Yes. Email request for price quote and availability to bookstore@osu.edu. Many items are eligible for OSU Department discount.</p>	<p>Reference the email date of the quote and delivery or pick up details on the eRequest.</p>	<p>Receipt will be attached to a copy of the eRequest and enclosed with your order at time of pick up or delivery.</p>	<p>Any questions? Please email us at bookstore@osu.edu. Thank you for your business!</p>
<p align="center">Billy Ireland Cartoon Library & Museum</p> <p>Digital imaging and photocopying from the collection of the Billy Ireland Cartoon Library & Museum.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Marilyn Scott Phone: 614-292-0538 Email: cartoons@osu.edu</p>	<p>No. Fees are available on our website at: cartoons.osu.edu. If needed, our staff will compile a quote upon request.</p>	<p>Yes. You may complete the appropriate request form from our website, contact cartoons@osu.edu, or call 292-0538. Forms may be attached to eRequest, faxed to 292-9101, or emailed to cartoons@osu.edu.</p>	<p>Will be provided via email or USPS.</p>	<p>N/A</p>
<p align="center">Biomedical Informatics</p> <p>Provide electronic data capture tools; REDCap, Study Trax and Teleform.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. A request for a quote is received by CITIH Research Services. A quote is generated and returned to the end user for review. If the quote is accepted, payment submitted and work can begin. Contact: Karen Wadkins Phone: 614-366-2561 Email: Karen.wadkins@osumc.edu</p>	<p>Yes. Contact CITIH Research Services : http://cts.osu.edu/cts-webapps/rrrr/new_project. On page 2, they should select either Access to/Use of or Consultation > Data Capture Tools > REDCap</p>	<p>Quotes are required. Quotes are submitted to the end user via e-mail and need to be faxed or attached to the e-Request</p>	<p>Request via e-mail – karen.wadkins@osumc.edu</p>	<p>N/A</p>
<p align="center">BioMedical Mass Spectrometry Laboratory</p> <p>This laboratory provides services for:</p> <ul style="list-style-type: none"> • Drug stability studies • Quantitation of drug and metabolites in biological specimens under GLP or non-GLP conditions • Design and perform preclinical pharmacokinetics studies in small animals • Design and perform clinical pharmacokinetics studies • Identification of drug metabolite/drug degradation products 	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Joy Scott Phone: 614-247-4697 Email: scott.325@osu.edu</p>	<p>No. Contact Dr. Zhongfa Liu (liu.550@osu.edu or phone 688-4328)</p>	<p>The Laboratory will provide an invoice which can be attached to the eRequest.</p>	<p>The invoice is your receipt.</p>	<p>Valid chartfield.</p>

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Blackwell Inn & Pfahl Conference Center The Blackwell Inn is the only on-campus hotel and conference center at The Ohio State University. The Pfahl Conference Center sets the local standard for corporate meetings, weddings and social events. The Lounge and Bistro 2110 feature a fine selection on beverages and upscale American cuisine to tempt your palate	Submit an approved eRequest with any additional documentation, via email dispatch Contact: Stefania Patsiavos Phone: 614-247-4000 Email: BlackwellSales@osu.edu	Yes Contact Jonathan Clark at 614-247-4000 or e-mail Blackwellbilling@buckeyes.ath.ohio-state.edu	Contract may be required Attach to eRequest	Detailed invoice will be sent and amount will be charged to chartfield provided on eRequest	Please provide event name, description and dates or guest name and dates for room reservations.
Berry Café @ Thompson Library (Campus Grind) The quintessential grab 'n go service that is chic with a hint of home. At the Berry Café, you'll find fresh sandwiches, yogurt parfaits, muffins, hummus, edamame, salads, coffee, and more	Submit an approved eRequest with any additional documentation. Orders are placed at the register Contact: Kathy Grant Phone: 614-247-8466 Email: catering@studentlife.osu.edu	No	No	Customer is provided a receipt at the Register at the time of sale	N/A
Body Donor Program	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Greg Godic Phone: 614-366-2264 Email: godic.3@osu.edu	Yes. Contact Mark Whitmer (mark.whitmer@osumc.edu).	No.	Contact Greg Godic (godic.3@osu.edu)	N/A
Boss Dogs (Campus Grind) Boss Dogs is a street side option where you can enjoy a made-to-order hog dog, brat, or chicken fajita right off the grill	Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed at the register Contact: Kathy Grant Phone: 614-247-8466 Email: catering@studentlife.osu.edu	No	No	Customer is provided a receipt at the Register at the time of sale	N/A
BuckID Card Services "BuckID is your official Ohio State University ID...and much more! Your BuckID gives you access to many things including, Athletic Ticket Office, COTA Bus Service, Debit Account, Door Access, Meal Swipe Access, OSU Golf Course, and Recreational Sports"	Submit an approved eRequest with any additional documentation via email dispatch. Orders are placed at the register Contact: BuckID Office (614-292-0400) Email: buckidcardservices@osu.edu	No Quotes are provided by request by email or phone	Yes, if a department is interested in signing up to accept BuckID as a form of payment, there is an additional form Whatever method is most convenient for the customer	Receipt method depends on the type of order. A point of sale receipt is provided at the cash register. Upon request a "paid in full" receipt document that lists greater detail is provided	N/A
Buck-I-Frenzy Buck-I-Frenzy is a lifestyle festival held during Welcome Week that allows local and national companies to offer samples of their latest products and services	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Christopher McGowan Phone: 614-247-1741 Email: sl-oubusoffice@osu.edu	No Quotes are provided by request by email or phone	Yes, a signed contract Attached to eRequest	Contact Christopher McGowan	N/A
Burritos Noches Burritos Noches is a quick service dining facility. Burritos made just the way you want it with nachos and other grocery selections all in one place. Open in the evening (6 pm to 2 am) and located in the lower level of North Commons	Submit an approved eRequest with any additional documentation via print dispatch. Pick up food selections at the station of your choice Contact: Deanna Park Phone: 614-292-8386 Email: catering@studentlife.osu.edu	No	No	Customer is provided a receipt at the Register at the time of sale	N/A
Byrd Polar Research Center The Byrd Polar Research Center of The Ohio State University is recognized internationally as a leader in polar and alpine research. The Center's research programs are conducted throughout the world	Submit an approved eRequest with any additional documentation via print dispatch Contact: Michele Cook Phone: 614-292-7972 Email: cook.942@osu.edu	Yes Quotes are provided by request by email or phone	No	Receipt is available upon request, receipt/back-up documentation	N/A
Café Carmen (Wooster) In addition to hearty breakfast offerings, Café Carmen offers an extensive selection of sandwiches, subs, salads, wraps & pizza. Menu available on-site and at ATI's site.	Submit an approved eRequest with any additional documentation via print dispatch. Regular orders are placed at the register while catered orders can be placed via phone. Contact: Jeannine Snyder Phone: 330-287-0121 Email: snyder457@osu.edu	No.	Submit with eRequest.	Customer is provided a receipt at the register at the time of sale and receipt can be email/faxed for catered events.	N/A.

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<p>The Caffeine Element @ Prior (Campus Grind) Like a lower East side bakery (only at your pace), the Caffeine Element is a comfortable oasis for bona fide fresh morning goodness- get yours with a quick cup o' Joe, fresh fruit, pastries, snacks or sandwich</p>	<p>Submit an approved eRequest with any additional documentation. Orders are placed at the register Contact: Kathy Grant Phone: 614-292-8466</p>	<p align="center">No</p>	<p align="center">No</p>	<p>Customer is provided a receipt at the Register at the time of sale</p>	<p align="center">N/A</p>
<p>Campus Chemical Instrument Center/Nuclear Magnetic Resonance (CCIC-NMR) The Campus Chemical Instrument Center (CCIC) provides state-of-the-art research facilities for the entire campus in three areas: Nuclear Magnetic Resonance, Mass Spectrometry and Proteomics. Since the NMR, MS and Proteomics Facilities are central hubs for the Ohio MS Consortiums, respectively, all researchers in the colleges and universities of the State of Ohio have access to all facilities of the CCIC with the same user fees</p>	<p>Submit an approved eRequest with any additional documentation. Visit www.ccic.ohio-state.edu and select Time Request Form Contact: Ruth Luketic Phone: 614-292-3446 Email: NMRADMIN@CCIC.OHIO-STATE.EDU</p>	<p align="center">No Quotes are available upon request. Please send email to Luketic.1@osu.edu</p>	<p align="center">No</p>	<p>A copy of the statement will be scanned and email to PI and fiscal officer contact after billings the following month</p>	<p align="center">Please list contact name for billing inquiries</p>
<p>Campus Microscopy and Imaging Facility (CMIF) The CMIF offers several different types of microscopy including, Live-Cell Confocal, Multiphoton, Confocal Microscopy, Light Microscopy, Scanning Electron Microscopy, and Transmission Electron Microscopy</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Visit https://cmif.osu.edu/index.cfm and select Schedule Equipment Contact: Ruth Luketic Phone: 614-292-3446 Email: CMIFACCT@OSU.EDU</p>	<p align="center">No Please send email to Luketic.1@osu.edu</p>	<p align="center">No</p>	<p>A copy of the statement will be scanned and emailed to PI and fiscal contact after billings the following month</p>	<p align="center">Please add contact name for billing inquiries</p>
<p>CampusParc - Miscellaneous</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Bjorn Wennerstrom Phone: 614-688-0000 Email: erequest@campusparc.com</p>	<p align="center">No. Pricing information is available at osu.campusparc.com</p>	<p>Parking permits can not be released unless the status of the eRequest has been approved via proper departmental approval process. Please verify your order has been dispatched.</p>	<p>Receipt can be provided when purchaser picks up their order.</p>	<p>Prices for miscellaneous items can be found at www.osu.campusparc.com</p>
<p>CampusParc - Parking Permits</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Bjorn Wennerstrom Phone: 614-688-0000 Email: erequest@campusparc.com</p>	<p align="center">No. Pricing information is available at osu.campusparc.com</p>	<p>Parking permits can not be released unless the status of the eRequest has been approved via proper departmental approval process. Please verify your order has been dispatched.</p>	<p>Receipt can be provided when purchaser picks up their order.</p>	<p>Permit prices can be found at www.osu.campusparc.com</p>
<p>CampusParc - Reserved Parking</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Bjorn Wennerstrom Phone: 614-688-0000 Email: erequest@campusparc.com</p>	<p align="center">No. Pricing information is available at osu.campusparc.com</p>	<p>Parking permits can not be released unless the status of the eRequest has been approved via proper departmental approval process. Please verify your order has been dispatched.</p>	<p>Receipt can be provided when purchaser picks up their order.</p>	<p>Dept. Reserved spaces cost \$ 1,512; Cancellation of a reserved permit must be completed via eRequest</p>
<p>Catering OSU Mansfield OSU Dining Services is the Mansfield Campus preferred provider of catering services. Please contact us with your needs we will work with you to make your events a success.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Printed eRequests are accepted, as well. Please initiate a phone contact or meeting with Dining Manager. Contact: Pam Wareham Phone: 419-755-4290 Email: wareham.16@osu.edu</p>	<p align="center">Yes. Email from Dining Manager.</p>	<p align="center">Final quote. May attach to eRequest.</p>	<p>Bring two copies of the eRequest prior to the event/pickup or to the event and one will be signed and returned as the receipt.</p>	<p align="center">N/A</p>
<p>Catering - University Catering University Catering is a full-service banquet and catering supplier offering a variety of services and menu selections that can be personalized to get the needs for your event or meeting</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch Contact: Katie Enciso Phone: 614-292-8381 Email: kenciso@studentlife.osu.edu</p>	<p align="center">Yes A phone call to Catering and discussion with Sales Manager is necessary to place an order. Customer then is emailed a quote/contract. Customer authorizes contract and order is filled</p>	<p align="center">Yes The contract number needs to be placed on the eRequest</p>	<p>Customer needs to indicate on eRequest that they would like a copy of the invoice which could be used as a receipt, or they could use the emailed copy of the contract. The invoice is generated from the approved contract</p>	<p align="center">Please add contract number on the eRequest</p>

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<p>Center for Continuing Medical Education (CCME)</p> <p>The Center for Continuing Medical Education (CCME) offers educational programs certificated for AMA PRA Category 1 Credit(s)™ designed for physicians to maintain their licensure. Some of the activities require registration fees. In the past, some university customers would use a 100W to provide payment for internal registrations. Also, there are fees associated with services CCME provides to various university divisions and departments.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Leisl Ashbaugh Phone: 614-293-3576 Email: leisl.ashbaugh@osumc.edu</p>	<p align="center">N/A</p>	<p>For program registrations, we will need to have a copy of the registration form associated with the specific activity the person(s) is registering.</p> <p>For fee payments for services rendered, the CCME coordinator provides the division / departmental contact with an invoice. An approved copy of the invoice should be attached to the request</p>	<p>For registrations, there will be a confirmation listed in there CCME account under Registrations and Confirmations</p>	<p align="center">N/A</p>
<p>Chadwick Arboretum</p> <p>Chadwick Arboretum offers seasonal plant sales, customer must pick up at point of sale.</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Contact: Mary Maloney Phone: 614-688-3479 Email: maloney.23@osu.edu</p>	<p align="center">No.</p>	<p>Unless an order form has been circulated, no additional forms are needed.</p>	<p align="center">Can be obtained at time of check-out.</p>	<p align="center">N/A</p>
<p>Chemistry Analytical Spectroscopy Laboratory</p> <p>The Analytical Spectroscopy Laboratory provides centralized care of and training on a variety of instruments for use by the graduate research program. Instruments include: X-Ray Powder Diffraction, Electron Spin Resonance, & Infrared & Raman Microprobes. The Lab Manager trains the users how to operate the instruments, and is available for advice on how to get the best results out of the measurements. Users who are certified have around the clock access.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Dr. Gordon Renkes Phone: 614-292-3977 Email: renkes.1@osu.edu</p>	<p align="center">No. Rates are posted on website: https://web.chemistry.ohio-state.edu/department/asl</p>	<p>Usually not. If necessary, attach to eRequest, or fax to 292-1685.</p>	<p align="center">Upon request.</p>	<p align="center">N/A</p>
<p>Chemistry Biophysical Interaction and Characterization Facility (BICF)</p> <p>Biophysical Interaction and Characterization Facility is a core facility for use by the graduate research program. It provides centralized care of and training on a variety of instruments. Instrumentation in the facility includes Circular Dichroism, Isothermal Titration Calorimetry, Differential Scanning Calorimetry, Fluorescence and UV/Vis Spectrophotometers, Fluorescence lifetime measurements, etc. for the needs of a biological researcher. The Facility Manager trains the users how to operate the instruments, and is available for advice on how to get the best results out of the measurements. Users who are certified have around the clock access.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Dr. Marina Bakhtina Phone: 614-247-1568 Email: mbakhtin@chemistry.ohio-state.edu</p>	<p align="center">No. Rates are posted on web site.</p>	<p>Usually not. Can attache to eRequest.</p>	<p align="center">Request from Contact Person.</p>	<p align="center">N/A</p>
<p>Chemistry Center for Chemical & Biophysical Dynamics (CCBD)</p> <p>CCBD has all the equipment necessary to measure transient UV/Vis, fluorescence, infrared, and stimulated Raman spectra on femtosecond time scale.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Dr. Evgeny Danilov Phone: 614-247-4754 Email: danilov.3@osu.edu</p>	<p align="center">No. Contact Dr. Danilov</p>	<p>Yes, a request for training for the first-time users. Contact Dr. Danilov.</p>	<p align="center">Contact Dr. Danilov.</p>	<p align="center">N/A</p>
<p>Chemistry Instrument Support Group (CISG)</p> <p>The CISG shop can design, modify and repair many types of electronic equipment and laboratory instruments such as NMR and EPR spectrometers and imagers, mass spectrometers, lasers, chromatographs, centrifuges, sensors and transducers.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. A CISG Request Form 10089 is also required; form is available in CISG shop in NW Lab. Contact: Eric Kesselring Phone: 614-292-4502 Email: kesselring.3@chemistry.ohio-state.edu</p>	<p align="center">No. Although best to confirm we can effectively work on specific equipment or job before completing form 10089.</p>	<p>For each job, CISG Request Form 10089, available in CISG shop @ 1130 NW must be completed and returned.</p>	<p>A copy of CISG Request Form 10089 is returned to customer when work is completed.</p>	<p align="center">N/A</p>

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<p>Chemistry Machine Shop We offer Machine Services (Lathe, Milling and Drilling) Welding, Soldering and Brazing; simple design assistance.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch, with an in-person follow-up. Contact: Jerry Hoff Phone: 614-292-2513 Email: hoff.1@osu.edu</p>	<p>No. But, if a firm quote is needed a complete set of drawings and parts are required. An estimate is not a firm quote and will cost only time and material used.</p>	<p>Yes. Complete drawings or rough sketches are needed, and should be delivered in person. Any parts needed to be incorporated into a project must accompany drawings or sketches.</p>	<p>A copy of the work order with the eRequest number can be e-mailed to the originator. Chemistry Mass Spectroscopy Facility</p>	<p>N/A</p>
<p>Chemistry Mass Spectroscopy Facility The Mass Spectrometry Services laboratory provides faculty, staff and students access to mass analysis for chemical compound identification and confirmation.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch, and schedule your instrument time. Contact: Dr. Lisa Hommel Phone: 614-292-2760 Email: ehommel@chemistry.ohio-state.edu</p>	<p>No. But, if needed, email a request for quote.</p>	<p>No.</p>	<p>Receipts are available upon an email request.</p>	<p>N/A</p>
<p>Chemistry NMR Facility The Chemistry NMR Facility houses five NMR spectrometers that are available to customers for usage when training has been completed.</p>	<p>Before a customer can be training in the facility, an approved eRequest must be submitted with any additional documentation via email dispatch. The eRequest description should be: "NMR Facility usage for the month of ____." Contact: Dr. Tanya Young Phone: 614-688-8292 Email: tyoung@chemistry.ohio-state.edu</p>	<p>No.</p>	<p>Yes. A new user request form can be found at http://nmr.chemistry.ohio-state.edu and can be emailed to the NMR Facility manager (contact at left) or attached to the eRequest.</p>	<p>Available upon request.</p>	<p>N/A</p>
<p>Chemistry Scientific Glassblowing Lab The Scientific Glassblowing Lab provides services involving the fabrication, repair and modification of scientific glassware, and also sells glass materials (such as glass tubing, rod, and standard glass components).</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Customers come to the facility, discuss their needs, and provide internal account numbers (for payment of the service). Contact: Tim Henthorne Phone: 614-292-7288 (phone and fax) Email: henthorne.4@osu.edu</p>	<p>No. Available upon request: contact the manager, discuss your needs and within a day or two and e-mail will be sent with the quote.</p>	<p>Any drawings, pictures or information may be attached or faxed if necessary to describe the nature of the work. Internal account numbers are the only necessity, besides contact information. The numbers required are: organization, fund, account, project, program, and (if necessary) user defined information. Contact information should include the name of the owner of the account (professor, manager, etc.)</p>	<p>The Glass Lab will provide a worksheet for placing an order. A copy of the worksheet will serve as a receipt. A receipt will be provided when the order is picked up.</p>	<p>N/A</p>
<p>Chemistry Surface Analysis Facility The Surface Analysis Facility provides faculty, staff and students access to surface analysis capabilities including elemental identification, chemical state identification, semi-quantitative analysis of surfaces species, depth profiling, and surface imaging.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch and then schedule your instrument time. Contact: Dr. Lisa Hommel Phone: 614-292-2760 Email: ehommel@chemistry.ohio-state.edu</p>	<p>No. But, are available upon email request.</p>	<p>No.</p>	<p>Receipts available upon email request.</p>	<p>N/A</p>
<p>Chemistry X-Ray Crystallography Lab We do complete molecular and crystal structure determinations for small molecule crystalline compounds, from data collection to a final report.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch, with a follow-up in person. Contact: Dr. Judith Gallucci Phone: 614-292-4039 Email: gallucci.1@osu.edu</p>	<p>No. Available upon request.</p>	<p>Yes. Yes, a form from the X-ray lab should be filled out with information about the crystalline sample. The form should be dropped off in person in the X-ray lab when the crystal sample is submitted.</p>	<p>You will receive a bill when the work is complete and this will serve as your receipt.</p>	<p>N/A</p>
<p>Clinical Skills Center The Clinical Skills Center's mission is to promote and provide high quality clinical education and reliable assessment of skills and procedures, with the ultimate intent being to advance patient care. The Center allows Ohio State to expand existing programs, launch new instructional techniques, and employ new outcomes assessments with the goal of training competent, compassionate professionals</p>	<p>Submit an approved eRequest with any additional documentation. Customers fill out reservation request forms with event details Contact: John Hill Phone: 614-292-9435 Email: john.hill2@osumc.edu</p>	<p>Yes The Clinical Skills Center staff member provides a quote by looking at the number of hours for the requested event as well as the number of trainees and supplies and/or Standardized Patients needed to hold the event. A reply to their submitted form with a confirmation and a "drafted" invoice (a quote) will be given.</p>	<p>I could attach a copy of our invoice to the customer as well as the Standardized Patients' time log</p>	<p>N/A</p>	<p>After the event(s) have taken place, I e-mail the customer a final invoice. The customer then e-mails, mails or faxes me a 100W for payment</p>

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<p>CMIB-Midwest Microbial Pathogenesis Conference The 20th Midwest Microbial Pathogenesis Conference will be held at The Blackwell and The Ohio Union of The Ohio State University in Columbus, OH from August 23-25, 2013.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Registration for conference is made online. Registrant receives confirmation email which includes statement that payment is due. OSU faculty & staff with initiate eRequest to pay registration. Financial staff in Shared Services will enter journal to process payment. Contact: Jacob Decot Phone: 614-688-1629 Email: jacob.decot@osumc.edu</p>	<p align="center">No.</p>	<p align="center">No.</p>	<p>Jacob Decot will contact registrant and provide confirmation of receipt of payment.</p>	<p align="center">N/A</p>
<p>Cognitive and Behavioral Brain Imaging Center (CCBBI) The Center for Cognitive and Behavioral Brain Imaging provides fMRI scanner usage.</p>	<p>Requests for hours should be made by contacting Frankie Aguila at 614-292-8911. Submit an approved eRequest with any additional documentation via email dispatch. Contact: Stephanie Fowler Phone: 614-292-4679 Email: cccbbilling@psy.ohio-state.edu</p>	<p align="center">No, arrangements are made directly on a per hour basis.</p>	<p align="center">Please attach the billing invoice for scan hours. Attach to eRequest.</p>	<p>Processed eRequest serves as receipt, or contact cccbbilling@psy.ohio-state.edu for a sale receipt.</p>	<p align="center">PI name and invoice # must be included.</p>
<p>DHLRI Administrative Services We internally provide limited services, available to Institute members and their staff. We then process IDBs to transfer the associated expense to their designated funding source.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Lori Arnold Phone: 614-247-8083 Email: lori.arnold@osumc.edu Attach quotes, emails from Admin staff member, etc. for services such as Pre-approved Incoming FedEx Charges, copier billing, key cutting charges, others TBD.</p>	<p align="center">No.</p>	<p align="center">Yes, DHLRI Copy Code Access Form.</p>	<p>If a copy of the eRequest was not retained by fiscal staff, a copy can be provided by vendor. Contact Lori Arnold.</p>	<p align="center">N/A</p>
<p>DHLRI Core Labs -- AFM Core Atomic Force Microscopy (AFM) is a high-resolution microscopy technique which produces precise topographic images of a sample by scanning the surface with a nanometer-scale probe (lateral resolution ~ 1 nm, vertical ~ 0.1 nm)</p>	<p>Submit an approved eRequest with any additional documentation. An online scheduling tool Contact: Lori Arnold Phone: 614-247-8083 Email: Lori.arnold@osumc.edu</p>	<p align="center">No needed, from the Core manager</p>	<p align="center">Yes, a Core Lab Access Registration Form Core Lab Access Registration Form go directly to Core Lab Manager to grant access to the rooms</p>	<p>An invoice copy is delivered to PI/Fiscal Staff after each billing cycle</p>	<p align="center">N/A</p>
<p>DHLRI Core Labs -- Cath Core The DHLRI Interventional Cath Core fosters the development of interventional devices, therapies, and techniques by providing a translational laboratory setting where basic research findings can be developed into clinically relevant treatments for cardiovascular diseases</p>	<p>Submit an approved eRequest with any additional documentation. An online scheduling tool Contact: Lori Arnold Phone: 614-247-8083 Email: Lori.arnold@osumc.edu</p>	<p align="center">No If needed, from the Core manager</p>	<p align="center">Yes, a Core Lab Access Registration Form Core Lab Access Registration Form go directly to Core Lab Manager to grant access to the rooms</p>	<p>An invoice copy is delivered to PI/Fiscal Staff after each billing cycle</p>	<p align="center">N/A</p>
<p>DHLRI Core Labs -- ICP Core The Integrative Cardiovascular Physiology Core Laboratory (ICP) will support cardiovascular research using large research animal (e.g. rabbit, canine, porcine) models of human diseases. The core will provide both equipment and staffing support to assist investigators in the DHLRI. Equipment is available for cardiac echocardiography, hemodynamic and electrophysiology studies</p>	<p>Submit an approved eRequest with any additional documentation. An online scheduling tool Contact: Lori Arnold Phone: 614-247-8083 Email: Lori.arnold@osumc.edu</p>	<p align="center">No If needed, from the Core manager</p>	<p align="center">Yes, a Core Lab Access Registration Form Core Lab Access Registration Form go directly to Core Lab Manager to grant access to the rooms</p>	<p>An invoice copy is delivered to PI/Fiscal Staff after each billing cycle</p>	<p align="center">N/A</p>
<p>DHLRI Core Labs -- Microscopy The Lab provides instruments for both wide-field and confocal microscopy</p>	<p>Submit an approved eRequest with any additional documentation. An online scheduling tool Contact: Lori Arnold Phone: 614-247-8083 Email: Lori.arnold@osumc.edu</p>	<p align="center">No If needed, from the Core manager</p>	<p align="center">Yes, a Core Lab Access Registration Form Core Lab Access Registration Form go directly to Core Lab Manager to grant access to the rooms</p>	<p>An invoice copy is delivered to PI/Fiscal Staff after each billing cycle</p>	<p align="center">N/A</p>
<p>DHLRI Core Labs - Poster Printer Poster Printing services for DHLRI Members, ONLY.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch Contact: Michelle McMillan Phone: 614-247-7766 Email: Michelle.McMillan@osumc.edu</p>	<p align="center">Yes A proof is available for review in Suite 110</p>	<p align="center">No A USB drive is delivered to internal vendor</p>	<p>If a copy of the eRequest was not retained by fiscal staff, a copy can be requested and will be provided by vendor</p>	<p align="center">N/A</p>

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DHLRI Core Labs -- Real Time PCR We provide RNA and DNA quality control using the BioRad Experion electrophoresis-on-a-chip system. GeneChip data often need to be confirmed by single-gene oriented analytical approaches such as real-time PCR	Submit an approved eRequest with any additional documentation. An online scheduling tool Contact: Lori Arnold Phone: 614-247-8083 Email: Lori.arnold@osumc.edu	No If needed, from the Core manager	Email PDF or PowerPoint (preferred) to Michelle.McMillan@osumc.edu	An invoice copy is delivered to PI/Fiscal Staff after each billing cycle	N/A
DHLRI Core Labs-SACMAP (Small Animal Colony Management and Procedures) The dedicated staff in the core is skilled in performing many procedures including injections, survival surgeries, tissue harvesting as well as colony maintenance and devising breeding strategies. The staff also monitors animals that are under study for adverse effects and meets with investigators and provides weekly updates of the study. In addition, the DHLRI SACMAP offers assistance with IACUC protocols and rodent procurement from both commercial and non-commercial sources.	Submit an approved eRequest with any additional documentation via email dispatch and online scheduling tool. Contact: Lori Arnold Phone: 614-247-8083 Email: lori.arnold@osumc.edu	No, but if needed, from the Core manager.	Yes, a Core Lab Access Registration Form goes directly to Core Lab Manager to grant access to the rooms.	An invoice copy is delivered to PI/Fiscal Staff after each billing cycle.	See instructions on website. https://heartlung.osu.edu/corelabs/Pages/feespolicies.aspx
DHLRI Core Labs -- SAIC Core The Small Animal Imaging Core Lab offers cutting-edge magnetic resonance technology for detection, quantification, and visualization of free radicals in biological systems. The method is routinely used to measure free radicals such as superoxide, hydroxyl and nitric oxide in chemical/biochemical biological systems. Small Animal Imaging also enables measurement and imaging of physiologically pertinent tissue parameters such as tissue perfusion, oxygenation, metabolism, redox state, viability and pH using appropriate spin probes	Submit an approved eRequest with any additional documentation. An online scheduling tool Contact:Lori Arnold Phone: 614-247-8083 Email: Lori.arnold@osumc.edu	No If needed, from the Core manager	Yes, a Core Lab Access Registration Form Core Lab Access Registration Form go directly to Core Lab Manager to grant access to the rooms	An invoice copy is delivered to PI/Fiscal Staff after each billing cycle	N/A
College of Medicine Invitrogen Freezer Program The Invitrogen Freezer Program orders Invitrogen products at a discounted price and also keeps common items in stock in the laboratory	Submit an approved eRequest with any additional documentation. Online, Tuesday and Thursday Contact: Laura Carver Phone: 614-292-510 Email: carver.14@osu.edu	No	No	A receipt through eRequest	N/A
College of Medicine SAMP/BioMed Media BioMed shoots, edits and provides finished video/media products for web, CD, DVD, Digital Signage or almost any format the client needs. Projects range from educational to promotional	Submit an approved eRequest with any additional documentation via email dispatch Contact: Carrie Beyer Phone: 614-292-2138 Email: beyer.34@osu.edu	Yes Call Carrie Beyer at 614-292-2138 to discuss scope of project and obtain quote	No Attached to eRequest preferred	An invoice in the form of a pdf file will be provided as your receipt -- which will be emailed	Event date and due date of completed project
College of Social Work Our College offers continuing education courses which are open to OSU customers.	Submit an approved eRequest with any additional documentation via email dispatch. Registration for courses are processed through the CE website. Contact: Becky Fellure Phone: 614-688-4500 Email: fellure.15@osu.edu -or- Contact: Laura Richter Phone: 614-292-5309 Email: Richter.56@osu.edu	You should already have a registration completed on the CE website.	Registration Confirmation. Attach to eRequest.	Receipts will be provided to the email address listed on the eRequest. They can also be requested to the contacts listed above.	Name of attendees.
Columbus Operations Advisory Committee (COAC) Sale of vegetable crops, straw, space rental, etc.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Leslie Risch Phone: 614-292-4278 Email: risch.23@osu.edu	No quote necessary.	No.	Journal entry shall serve as receipt.	N/A

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Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
<p>Comm Tech – Creative Services Communications and Technology provides various services including design services, information technology, news and media services, marketing, printing services and media distribution. For additional information and contacts, visit http://commtech.ag.ohio-state.edu/.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. A project request form will request additional information about the job. Contact: Dave Scardena Phone: 614-292-9607 Email: scardena.1@osu.edu</p>	<p>No. If required, contact Dave Scardena.</p>	<p>Yes. A Project Request Form. Found at: http://commtech.ag.ohio-state.edu/project-request-form. The Project Request Form can be completed online and will submit automatically to the vendor. Attaching to the eRequest or faxing is not required.</p>	<p>Contact Dave Scardena.</p>	<p>N/A</p>
<p>Comm Tech - Publications The Publications eStore offers a wide variety of Extension publications and materials for purchase.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Cindy McCain Phone: 614-292-1607 Email: pubs@ag.ohio-state.edu</p>	<p>No, but please visit the online store at http://estore.osu-extension.org/</p>	<p>No.</p>	<p>Invoice/Packing Slip is mailed with the order.</p>	<p>N/A</p>
<p>Comm Tech - Studio Production Services</p>	<p>To place order or make payment of invoice, submit an approved eRequest with any additional documentation via email dispatch. Contact: April Martin Phone: 330-263-3780 (or, 5-3780) Email: martin.881@osu.edu</p>	<p>Yes. Contact Randy Nemitz @ 330-263-3957 or nemitz.1@osu.edu</p>	<p>No.</p>	<p>N/A</p>	<p>Please indicate invoice number on your payment. We prefer eRequest to be submitted after you receive an invoice.</p>
<p>Comm Tech – Training Services Training Services within Communications and Technology provides training classes on various software and technology-based systems (Microsoft Office, web editing software, social media, etc.). These classes can be arranged as in-person or as an online course.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. An eRequest will register an employee or group of employees for a training class. Contact: Bonnie Scranton Phone: 614-292-0672 Email: scranton.9@osu.edu</p>	<p>No. Classes are typically \$20 per participant. Group discounts are negotiable. Contact Bonnie Scranton.</p>	<p>No.</p>	<p>Contact Bonnie Scranton.</p>	<p>N/A</p>
<p>Commencement & Special Events We allow colleges/departments to purchase honor cords for their graduates.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Katie Schwegman Phone: 614-688-3010 Email: schwegman.9@osu.edu</p>	<p>No.</p>	<p>No.</p>	<p>Available upon request.</p>	<p>N/A</p>
<p>Comparative Pathology and Mouse Phenotyping Shared Resource (CPMPSR) The CPMPSR provides anatomic pathology (necropsy, phenotyping, biopsy, embryo and slide evaluation), clinical pathology (hematology, serum chemistry, urinalysis), histology (including paraffin and frozen sections, histochemical and immunohistochemical stains, tissue microarrays), and slide digitization (Aperio) and image analysis services to support researchers throughout The Ohio State University. Additional information available at www.vet.osu.edu/CPMPSR.</p>	<p>Online submissions via https://cpmpsr.osumc.edu, which is interfaced with eRequest. Upon fiscal approval, submitters will be notified by email to deliver samples to the lab. Please contact the lab PRIOR to submission with questions and to confirm services requested (247-8122; cpmpsr@cvm.osu.edu; 467/471 VMAB, 1900 Coffey Rd). Contacts: Julie Rectenwald or Jody Sneddon Phone: 614-247-8122 Email: cpmpsr@cvm.osu.edu</p>	<p>No. Fee schedule available on website and through online submission. Request Summary, which includes price estimate, can be downloaded as pdf upon online submission. Quotes can also be provided by email request to CPMPSR@cvm.osu.edu.</p>	<p>Yes. Online submissions via https://cpmpsr.osumc.edu, which is interfaced with eRequest. Please provide detailed experimental history to ensure valuable interpretation of clinical and anatomic pathology findings. Online submissions via https://cpmpsr.osumc.edu, which is interfaced with eRequest.</p>	<p>Upon completion, clinical and anatomic pathology results will be available for download at https://cpmpsr.osumc.edu. A detailed invoice with amount(s) charged to the listed chartfield information will be then provided.</p>	<p>Please note if there are any meeting/grant/publication deadlines to be met.</p>
<p>Counseling and Consultation Service We will primarily be offering registration services to our university customers for events and conferences that we will be hosting.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Mary Wargo Phone: 614-292-5766 Email: wargo.3@osu.edu</p>	<p>No.</p>	<p>Yes – registration forms, which will be emailed to the internal vendor.</p>	<p>Receipts can be issued, upon request, by the CCS/SL Fiscal.</p>	<p>N/A</p>
<p>Courtside Café & Juice 2 At Courtside Café, step out of the routine and enjoy a healthier, fresher alternative to everyday fast-food with hearty salad blends, delicious wraps, and cultural selections. At Juice 2, our smoothie artists put the definition in "revitalizing" with fresh squeezed juice, espresso drinks, and smoothies infused with your choice of supplements</p>	<p>Submit an approved eRequest with any additional documentation, via print dispatch. Orders are placed at the register Contact: Adam Rosebrock Phone: 614-292-3419 Email: rosebrock.11@osu.edu</p>	<p>No</p>	<p>No</p>	<p>Customer is provided a receipt at the Register at the time of sale</p>	<p>N/A</p>

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<p align="center">CRC-Clinical Research Center</p> <p>The CCTS-CRC provides nursing, bionutrition and laboratory support to clinical research investigators.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact David Phillips, CRC Administrative Manager, for quote/invoice. Contact: David Phillips, CRC Administrative Manager Phone: 614-293-4406 Email: david.phillips@osumc.edu	<p align="center">Yes.</p> <p>Contact David Phillips, CRC Administrative Manager, for quote/invoice.</p>	<p align="center">No.</p>	<p>Contact David Phillips, CRC Administrative Manager.</p>	<p>Reference CRC invoice number in eRequest comments.</p>
<p align="center">C. Wayne Ellett Plant and Pest Diagnostic Clinic</p> <p>The C. Wayne Ellett Plant and Pest Diagnostic Clinic specializes in the identification of plant diseases, plant health issues and insect-related problems. It offers a broad spectrum of low cost testing to identify pests, plant diseases and related plant health issues.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Plant and/or insect samples are submitted for diagnosis and/or identification. Contact: Plant and Pest Diagnostic Clinic Phone: 614-292-5006 Email: ppdc@cfaes.osu.edu	<p align="center">No,</p> <p>but if required, contact the Clinic by email (ppdc@cfaes.osu.edu) or telephone (614-292-5006).</p>	<p>Copy of invoice and/or the sample number is essential for payment to be properly credited. Attach to eRequest.</p>	<p align="center">N/A,</p> <p>or contact Clinic by email (ppdc@cfaes.osu.edu) or telephone (614-292-5006).</p>	<p>The sample number or sample numbers for which the payment is being made.</p>
<p align="center">Department of Ophthalmology</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Jacqueline Smith Phone: 614-366-9205 Email: smith.4249@osu.edu	<p align="center">N/A</p>	<p align="center">N/A</p>	<p align="center">N/A</p>	<p align="center">N/A</p>
<p align="center">Dining Services Administration</p> <p>Dining Services offers gift cards for use in any of our 24 Operations across campus.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Eric Stucke Phone: 614-292-1498 Email: stucke.10@osu.edu	<p align="center">No.</p>	<p align="center">No.</p>	<p>Receipt will be emailed upon request.</p>	<p align="center">N/A</p>
<p align="center">Drake Performance and Event Center</p> <p>A full service multi-purpose facility housing the Department of Theatre, two performance theatres and several versatile spaces to hold meetings, banquets and special events.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Ann Daugherty Phone: 614-292-8033 Email: drakesales@osu.edu	<p align="center">Yes,</p> <p>Sales department will provide quote per confirmation agreement</p>	<p>Yes, provide complete details necessary for a quote Attached to eRequest</p>	<p>Detailed invoice will be provided with amounts charged to chartfield information per request</p>	<p>Chartfield information and signed confirmation agreement</p>
<p align="center">Dreese Lab Cleanroom (DLC)</p> <p>The Dreese Lab Cleanroom offers material process and device fabrication equipment and services for semiconductor materials.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Mark Brenner and Soyoung Carpenter Phone: 614-688-4568 Email: brenner.34@osu.edu	<p align="center">No.</p> <p>Quotes can be supplied by Cleanroom staff.</p>	<p align="center">No.</p>	<p align="center">Contact Cleanroom Staff.</p>	<p align="center">N/A</p>
<p align="center">Education, Development and Resources</p> <p>Our department teaches BLS (CPR) and ACLS classes for medical center and university groups. Some groups pay for the course completion cards that are issued after the participant has successfully completed the course. Departments also purchase educational materials (books, DVD's) to use as reference in their departments.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Barbara Berliner Phone: 614-293-3910 Email: marsha.mcconnell@osumc.edu	<p align="center">No.</p>	<p align="center">No.</p>	<p>Request by emailing Marsha McConnell or calling Barbara Berliner.</p>	<p align="center">N/A</p>
<p align="center">EHE OTEL</p> <p>EHE OTEL offers web-based, educational technology, and general technology services to the university community.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Doris Smith Phone: 614-688-1566 Email: smith.4785@osu.edu	<p align="center">Yes.</p> <p>The quote will be initiated by the Manager of OTEL service unit in conjunction with the Fiscal Officer in Administration.</p>	<p align="center">Just the quote/invoice.</p>	<p>A copy of the IDB will be sent to the initiator and the journal number copied in eRequest.</p>	<p align="center">N/A</p>
<p align="center">Environmental Geochemistry Lab</p> <p>Conducts routine water analysis for major ions, nutrients, and water isotopes.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Susan Welch Phone: 614-292-9059 Email: welch.318@osu.edu	<p align="center">No.</p> <p>But available via email request.</p>	<p align="center">Yes.</p> <p>The lab requires a list of samples to be analyzed along with specific conductivity if known. Samples and sample list must be provided. Can be faxed, emailed or attached to eRequest.</p>	<p>Available by request - will be provided by email.</p>	<p align="center">N/A</p>

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<p align="center">ESL Anechoic Chamber</p>	<p>An eRequest with funding source information along with advisor approval will be entered for use of the Anechoic Chamber. Once the eRequest is approved, the requestor and Jim Moncrief, ESL Technician, will receive an email that the eRequest was approved. Submit an approved eRequest with any additional documentation via email dispatch. Contact: Sherry Vogt Phone: 614-292-6030 Email: vogt.58@osu.edu</p>	<p align="center">No.</p> <p>Contact Jim Moncrief (Technician) at 614-292-3509 or Sherry Vogt (Fiscal Administrator) at 614-292-6030 to request a quote for use of the Anechoic Chamber.</p>	<p>After the eRequest is approved, the requestor will need to setup a reservation for use of the Anechoic Chamber through Sharepoint. Sharepoint is accessed through ESL's website at http://electroscience.osu.edu/10036.cfm by clicking on reserve ESL Anechoic Chamber (The Range).</p> <p>No additional forms are attached to the eRequest. If there is additional information, it can be attached to the eRequest or sent to Fiscal Administrator, Sherry Vogt (vogt.58@osu.edu).</p>	<p align="center">Contact Sherry Vogt at 614-292-6030 or by email at vogt.58@osu.edu.</p>	<p>In the eRequest, please list the number of hours with a funding source that you have been approved to use the Anechoic Chamber. Approval is needed from the owner of the funds.</p>
<p align="center">ESL HELIOS Fund</p>	<p>An eRequest with funding source information along with advisor approval will be entered for use of equipment in the HELIOS Lab. Once the eRequest is approved, the requestor and the ESL Facilities Coordinator will receive an email that the eRequest was approved. Submit an approved eRequest with any additional documentation via email dispatch. Contact: Sherry Vogt Phone: 614-292-6030 Email: vogt.58@osu.edu</p>	<p align="center">No.</p> <p>Contact ESL Facilities Coordinator (TDB) or Sherry Vogt (Fiscal Administrator) at 614-292-6030 to request a quote for the total costs of the order.</p>	<p align="center">No.</p> <p>No additional forms are attached to the eRequest. If there is additional information, it can be attached to the eRequest or sent to Fiscal Administrator, Sherry Vogt (vogt.58@osu.edu).</p>	<p align="center">Contact Facilities Coordinator (TDB) or Sherry Vogt at 614-292-6030/vogt.58@osu.edu.</p>	<p align="center">N/A</p>
<p align="center">ESL HFSS Licenses</p>	<p>ESL IT Department sends an email to all ESL employees providing them with information (cost and number of licenses available). IT then asks for a response to the email for requests. The email needs to include the number of licenses needed, funding source, names to be associated with each license, and funding source approval. Once all information has been gathered, one eRequest will be made by and ESL staff member to request the IDB. Attached to the eRequest will be the email responses (includes # requested, funding source, names associated, and approvals) from ESL members interested in the licenses. Once the eRequest is approved, the ESL IT Department will be sent an email confirming that the IDB has been entered. Submit an approved eRequest with any additional documentation via email dispatch. Contact: Sherry Vogt Phone: 614-292-6030 Email: Vogt.58@osu.edu</p>	<p align="center">No.</p> <p>Contact Kevin Reaver (ESL IT) at 614-292-5545 or Sherry Vogt (Fiscal Administrator) at 614-292-6030 to request a quote for the total costs of the order.</p>	<p align="center">No.</p> <p>No additional forms are attached to the eRequest. If there is additional information, it can be attached to the eRequest or sent to Fiscal Administrator, Sherry Vogt (vogt.58@osu.edu).</p>	<p align="center">Contact Sherry Vogt at 614-292-6030 or by email at vogt.58@osu.edu.</p>	<p align="center">N/A</p>
<p align="center">Espress-OH @ The Ohio Union</p> <p>Warm up with a specialty coffee or cool down with a homemade gelato in this Tuscan-inspired Espress-OH coffee shop</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed at the register Contact: Patrick Ionno Phone: 614-292-9239 Email: ionno.2@osu.edu</p>	<p align="center">No</p>	<p align="center">No</p>	<p align="center">Customer is provided a receipt at the Register at the time of sale</p>	<p align="center">N/A</p>
<p align="center">Extended Education</p> <p>Extended Education offers personal and professional development programs including non-credit courses, conferences, events, and career advising to adult learners.</p>	<p>Submit an approved eRequest with any additional documentation, via email dispatch. Available courses/ conferences/ events/ career packages are listed on the CEEd website http://www.ced.osu.edu Contact: Lauren Evans Phone: 614-688-3606 Email: odee-erequest@osu.edu</p>	<p align="center">No</p>	<p>Yes, the registrant must complete the Registration form on the CEEd website http://www.ced.osu.edu. After the Registration is processed through the CEEd website, an email is sent to the customer/student/conference attendee. This confirmation should be attached to the eRequest to confirm registration in CEEd's system.</p>	<p align="center">A confirmation receipt will be emailed to the customer/ student/ conference attendee when Registration is completed in the CEEd system</p>	<p align="center">N/A</p>

OSU Internal Vendors in eRequest
(As of 09/26/2013)

Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
Farm Science Review Sale of advance sale tickets, space rental, shelled corn, straw, etc.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Leslie Risch Phone: 614-292-4278 Email: risch.23@osu.edu	No quote necessary.	No.	Journal entry shall serve as receipt.	N/A
Fawcett Event Center Whether you need a boardroom for eight, an auditorium for 500, or a beautiful reception ballroom, the Fawcett Conference Center can accommodate the guests at your next conference or event. Located on the perimeter of the Ohio State campus, the center has a unique atmosphere and tradition of exceptional, personalized service	Submit an approved eRequest with any additional documentation via email dispatch Contact: Ann Daugherty Phone: 614-292-8033 Email: fawcettsales@osu.edu	Yes Sales department will provide quote per confirmation agreement	Yes, provide complete details necessary for a quote Attached to eRequest	Detailed invoice will be provided with amounts charged to chartfield information per request	Chartfield information and signed confirmation agreement
Fisher College of Business	Submit an approved eRequest with any additional documentation via email dispatch, once the customer has contacted the appropriate department at Fisher. Contact: Angela Brown Phone: 614-688-3004 Email: brown.2477@osu.edu	No. Some departments may provide invoices/quotes.	Any backup documentation should be attached to e-request.	Any receipt will be attached to e-request or email to purchaser.	N/A
FOD -- Environmental Health & Safety Environmental Health and Safety provides occupational and environmental health and safety-related services for the University community. Our billable services are disposal of radioactive waste and the provision of radiation safety badges used by employees working in areas with the potential for exposure to radiation.	Submit an approved eRequest with any additional documentation via email dispatch. University customers place orders through eRequest. Contact: Carol Bechtel Phone: 614-247-1510 Email: EHS-Services@busfin.osu.edu	No	EHS will contact you if additional information is needed Attach any supplemental information directly to the eRequest	Radiation Safety receipts will be emailed to the contract provided; contact EHS for receipt for Radioactive Waste services	N/A
FOD -- Lock & Key Services FOD Lock & Key Services provides brass keys, lock changes, locksmith services, and Lenel services to University rooms and buildings.	Submit an approved eRequest with any additional documentation via email dispatch Contact: Theresa Thayer Phone: 614-292-1415 Email: key-control@osu.edu	No Contact Lock & Key Services at 292-1415 or key-control@osu.edu	Lock & Key Services will contact you if additional information is needed Attach any supplemental information directly to the eRequest	Electronic invoices are available on the FOD website at http://fod.osu.edu/fod_svcs/index.htm	N/A
FOD -- Service2Facilities Service2Facilities is the gateway for requesting custodial services and maintenance for University buildings and grounds.	For BILLABLE orders, submit an approved eRequest with any additional documentation via email dispatch. Also may request NON-BILLABLE orders through Service2Facilities' request website at http://fod.osu.edu/s2f/index.htm or by calling 614-292-HELP. Contact: Dan Hausman Phone: 614-292-HELP Email: service2facilities@osu.edu	No quote is needed. Contact Service2Facilities at 292-HELP or HYPERLINK *mailto:service2facilities@osu.edu *service2facilities@osu.edu if a quote is desired.	You will be contacted if additional information is needed Attach any supplemental information directly to the eRequest	Electronic invoices are available on the FOD website at http://fod.osu.edu/fod_svcs/index.htm . Click on monthly services	eRequests should only be used to request BILLABLE non-emergency services. Non-billable services should be requested through the Service2Facilities website at http://fod.osu.edu/s2f/index.htm or by calling 292-HELP; emergency services should be requested by calling 292-HELP.
Foreign Language Publications (FLP) The Ohio State University's FLP is a not-for-profit publisher and bookseller of foreign language textbooks, course packets, and classroom materials (headphones, DVDs, CDs). FLP publishes foreign language course packets (call for quote).	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Lauren Barrett Phone: 614-292-3838 Email: flpubs@osu.edu	Not necessary, but available. Email to flpubs@osu.edu or visit the website for pricing flpubs.osu.edu	An order form from the FLP website may be downloaded and attached to the eRequest.	A paid invoice will be emailed to the purchaser.	Product name or PLU or ISBN.
Gift Shop--Hospital Main The gift shop is open to the public. We do sell to departments within the hospital and College of Medicine. A good example is someone is shopping for a speaker gift	Submit an approved eRequest with any additional documentation via print dispatch Contact: Manager on Duty Phone: 614-293-8942	No	No Hospital Gift Shops do not accept faxes or email orders	Customer will go to Hospital Gift Shop and obtains a receipt at check-out	N/A
Gift Shop--Hospital East The gift shop is open to the public. We do sell to departments within the hospital and College of Medicine. A good example is someone is shopping for a speaker gift	Submit an approved eRequest with any additional documentation via print dispatch Contact: Manager on Duty Phone: 614-257-2032	No	No Hospital Gift Shops do not accept faxes or email orders	Customer will go to Hospital Gift Shop and obtains a receipt at check-out	N/A

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Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
<p align="center">Hale Gala</p> <p>This is a gala to celebrate the opening of the new Hale Hall.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. And, through RSVP form located at http://odi.osu.edu/administrative-offices/hale-hall-ribbon-cutting/. Print pdf of RSVP form and attach it to the erequest. Contact: Lauren A.Seligman Phone: 614-247-6602 Email: seligman.11@osu.edu</p>	<p align="center">No.</p>	<p align="center">Yes. Print pdf of RSVP form and attach it to the erequest.</p>	<p>The journal entry will provide as the receipt.</p>	<p align="center">N/A</p>
<p align="center">Hawks Nest at Ohio State ATI</p> <p>Hawks Nest provides golf, driving range and food.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Chris McCormack Phone: 330-435-4611 Email: hawksnest@osu.edu</p>	<p align="center">No.</p>	<p align="center">No.</p>	<p>Upon request, provided via email or mail.</p>	<p align="center">N/A</p>
<p align="center">HCS Student Run Farm</p> <p>The student run farm offers fresh seasonal produce.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Elaine Grassbaugh and Mark Bennett Phone: 614-292-3858 and 614-292-3864 Email: grassbaugh.1@osu.edu and bennett.18@osu.edu</p>	<p align="center">No.</p>	<p>Only if pre-orders are requested. Attach to printed eRequest.</p>	<p>At time of pick-up.</p>	<p align="center">N/A</p>
<p align="center">Hope's Boutique</p> <p>Hope's is a full-service, non-profit retail boutique catering to women with cancer and those sharing their lives. Gift certificates are available.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Vera Garofalo Phone: 614-293-9393 Email: vera.garofalo@osumc.edu</p>	<p align="center">No.</p>	<p align="center">No.</p>	<p>Hope's can mail to customer.</p>	<p align="center">N/A</p>
<p align="center">Housing-Guest and/or On-Campus Housing</p> <p>Housing offers accommodations to students and guests who need housing outside the standard contracting period</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. An e-mail to housing@osu.edu or listing is sent to housing to request accommodation for a non-standard period Contact: Toni Greenstade Phone: 614-292-8266 Email: housing@osu.edu</p>	<p align="center">No A quote is usually e-mailed or can be sent upon request. Contact 614-292-8266 or housing@osu.edu</p>	<p>We will need a list of the participants and their expected arrival and, in the case of guests, departure dates They can be faxed, e-mailed, or sent to Housing</p>	<p>The eRequest can serve as the receipt although one can be sent upon request</p>	<p>We will need the sport or sponsoring department indicated on the form</p>
<p align="center">HSL Collaborative</p> <p>The Health Sciences Library Collaborative is a virtual and physical space that encourages teaching and learning, collaboration, research support, development and knowledge enrichment. By hosting trainings, courses and workshops, the Collaborative supports the scholarly efforts of faculty, staff and students. The Collaborative promotes exploring new ideas, techniques and technologies for enhancing the University and Medical Center.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Orders are placed through the Digital Union website. Contact: Michaela Schiavone Phone: 614-292-4853 Email: Michaela.Schiavone@osumc.edu</p>	<p align="center">No.</p>	<p align="center">No. Pre-registration will have all contact information.</p>	<p>Request from the contact person at left.</p>	<p align="center">N/A</p>
<p align="center">HSL Desk</p> <p>The Health Sciences Library Desk sells copy cards to university customers.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Orders are placed in person Contact: Michaela Schiavone Phone: 614-292-4853 Email: Michaela.Schiavone@osumc.edu</p>	<p align="center">No Contact the Desk for pricing. There are no formal quotes available</p>	<p align="center">No</p>	<p>We can give out a hand written receipt</p>	<p align="center">N/A</p>
<p align="center">HSL Digital Solutions</p> <p>Formerly known as WEBservices, Digital Solutions provides the following services to our clients: Application development (custom per client's needs); application development packages (e.g., membership manager, event scheduling, continuing education); e-learning modules; SiteTool license (website content management system including hosting); website design and consultation; graphic design and animation; iPod Touch/iPad app design/development.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch Contact: Michaela Schiavone Phone: 614-292-4853 Email: Michaela.Schiavone@osumc.edu</p>	<p align="center">Yes. Contact: hsldigital@osumc.edu or direct contact with project managers for those clients with established accounts.</p>	<p align="center">No</p>	<p>We provide an official invoice within 90 days upon delivering service</p>	<p align="center">Invoice Number</p>

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Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
<p>HSL Document Delivery Delivery of requested journal articles and/or books ordered through the Iliad Management System used by the Document Delivery Department</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Orders are placed through the Iliad Document Delivery System Contact: Michaela Schiavone Phone: 614-292-4853 Email: Michaela.Schiavone@osumc.edu</p>	<p>No Pricing appears on the login page for Iliad Users</p>	<p>No</p>	<p>Invoices are sent monthly</p>	<p>Invoice Number</p>
<p>HSL Event Technologies Formerly known as PRESENTATIONservices, we offer video and audio services for conference rooms and auditoriums, including digital projection, laptop computers with wired and wireless Internet access, and a variety of other services</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Orders are placed through our online AV request page located on the scheduling tab, here: https://hsl.osu.edu/service-areas/event-technologies/service-request-form Contact: Michaela Schiavone Phone: 614-292-4853 Email: hsleventech@osumc.edu</p>	<p>No Customers will automatically receive a quote based on their affiliation (determined by their submitted billing information; Org/Fund). A quote is only necessary if the group is a non-OSU group or it is an OSU group requesting Premium Services. Once service is confirmed, they receive a pdf confirmation which they will use to make submit payment</p>	<p>No</p>	<p>If payable by check, they will receive an invoice after their event. Otherwise an invoice will be sent if additional costs or refund are tied to the event</p>	<p>Reservation Number from the quote</p>
<p>HSL Health Sciences Library Formerly known as Prior Health Sciences Library, we offer research and technical support to departments on campus and in the Medical Center.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch and via contact with the staff at HSL. Contact: Michaela Schiavone Phone: 614-292-4853 Email: Michaela.Schiavone@osumc.edu</p>	<p>Yes, via contact with the staff at HSL.</p>	<p>No.</p>	<p>Via contact with the staff at HSL.</p>	<p>N/A</p>
<p>HSL Medical Heritage Center The Medical Heritage Center at the Health Sciences Library provides services related to health science history collections and scholarship, including reproduction, research, and publication sales.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Please contact us to order or request services. For meeting room rental, people schedule through room services Contact: Michaela Schiavone Phone: 614-292-4853 Email: Michaela.Schiavone@osumc.edu</p>	<p>Yes Contact MHC</p>	<p>No</p>	<p>Receipts are provided with the order upon completion</p>	<p>Mailing address, time table for request, date of room reservation</p>
<p>IDEA Studio This vendor request is related to registration for CPHC annual conference.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. This is related to registration for educational programming. There is a registration form on the conference site. Registrations are printed/mailed to OSUWMC continuing medical education who will complete the registration process. Contact: Amy Ehrlich Phone: 614-366-2663 Email: amy.ehrlich@osumc.edu</p>	<p>No.</p>	<p>Registration form.</p>	<p>Continuing medical education registers individuals and they are sent an email confirmation.</p>	<p>N/A</p>
<p>HSL Medical Visuals Formerly known as PRINTservices, HSL Medical Visuals offers poster printing, graphic design and medical illustration services</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Michaela Schiavone Phone: 614-292-4853 Email: hslmedvis@osumc.edu</p>	<p>No Upon customer request</p>	<p>No</p>	<p>We give a receipt with all completed orders attached to their posters</p>	<p>N/A</p>
<p>Instructional Technology Services -OCIO Services include Carmen, Classroom support, Equipment Loan, Clickers, Student Computer Centers, and Wiki support.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Customer Service Phone: 614-688-4357 Email: OCIO-dispatch@osu.edu Website: http://cio.osu.edu/services/</p>	<p>No. Varies depending on the services being requested</p>	<p>Attach to eRequest</p>	<p>Monthly statement/copy of work order</p>	<p>Some services will require scheduling in advance and may be limited to space availability.</p>
<p>IVIS 100 CVM Small Animal Research Imaging Core The IVIS, an <i>in vivo</i> (whole, living animal) imaging system, is optimized for capturing and photographing low levels of emitted life, i.e., luminescence or certain fluorescent sources. Appropriately tagged cells can be tracked throughout the body and the level of proliferation/cell death can be determined by the degree of light emitted. Please refer to the OSU CVM website for further information.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Susan Ringler Phone: 614-292-9724 Email: ringler.1@osu.edu</p>	<p>No.</p>	<p>No.</p>	<p>The actual hours of use will be calculated and emailed every month.</p>	<p>N/A</p>

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Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
James Cell Therapy Laboratory The James Cell Therapy Laboratory prepares and characterizes cellular products used for therapeutic applications.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Hillary Bradbury Phone: 614-293-3155 or 614-293-3296 Email: hillary.bradbury@osumc.edu	N/A	None required. If necessary, attached to eRequest.	The journal entry will serve as the receipt.	N/A
James Inpatient Pharmacy The James Pharmacy provides drugs and pharmacy related items to the OSU medical center.	Submit an approved eRequest with any additional documentation via email or print dispatch. Contact: Ryan Forrey Phone: 614-293-6508 Email: Ryan.Forrey@osumc.edu	No.	N/A	N/A	N/A
John Glenn School of Public Affairs Training programs and other services.	Submit an approved eRequest with any additional documentation via email dispatch. Contacts: Julie Frary or Gina Gest Phone: 614-292-1577 or 614-247-7933 Email: frary.1@osu.edu	Yes. Management Development Programs send a quote/invoice, or Events sends a confirmation document to the customer to attach to the eRequest.	Yes. The quote/invoice or confirmation document.	Print copy of dispatched eRequest.	N/A
Kennedy Traditional Dining Traditions Dining at the Kennedy Residence Hall is an all you care to eat dining facility. Entrees, soups, vegetables, breads and desserts are served cafeteria-style. Self-serve salad bar and beverage stations are located in the dining areas	Submit an approved eRequest with any additional documentation via print dispatch. All you care to eat self-serve style Contact: Deanna Park Phone: 614-292-8386 Email: catering@studentlife.osu.edu	No	No	Customer is provided a receipt at the Register at the time of sale	N/A
KSA Café @ Knowlton School of Architecture Recharge and feel rejuvenated at this ultimate fusion of a gourmet espresso bar, modern café, and grand interior design. On the board at KSA, you'll find fresh sandwiches, yogurt parfaits, muffins, hummus, edamame, salads, coffee, and more	Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed at the register Contact: Kathy Grant Phone: 614-247-8466 Email: catering@studentlife.osu.edu	No	No	Customer is provided a receipt at the Register at the time of sale	N/A
Laser Capture Molecular (LCM) Core Core provides services for Laser Capture Microdissection, sectioning of tissue to be captured, molecular (ex. RTPCR, genomic & proteomic) analysis of LCM material and IHC stain optimization for LCM.	Submit an approved eRequest with an LCM Service Request Form via email dispatch. Contact: Ryan Dickerson Phone: 614-366-2168 Email: lcm@osumc.edu	No. However, one can be obtained by contacting Ryan Dickerson via phone or email.	Yes. A completed customer order form with project information and ethical committee approvals, etc. is required. Form is available at https://lcm.osu.edu/index.cfm or by contacting Ryan Dickerson by phone or fax (247-7818). Completed forms can be attached to the eRequest or faxed to 247-7818.	Receipt can be obtained by contacting Ryan Dickerson via phone or email.	N/A
Legal Affairs, Office of Provides billable legal services to the University community.	Submit an approved eRequest with any additional documentation via email dispatch. Phone contact is available, as well. Contact: Kerry Moore Phone: 614-688-3328 Email: olarequest@osu.edu	Yes. Customers will be given quote (or invoice) as the necessary services are identified.	Any additional documentation can be attached to the eRequest, or sent by fax or email.	Receipts will be emailed back to customer once the services have been billed back to the customer.	N/A
Lou's Café @ Drinko Hall (Campus Grind) Conveniently located in high traffic study areas for a light meal, an in-between snack, or a Starbucks treat for the coffee aficionado, our Campus Grind bakery-cafes will delight you with an impressive range of espressos, café lattes, or a plain great cup of coffee to go, alongside freshly made sandwiches and pastries	Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed at the register Contact: Kathy Grant Phone: 614-247-8466 Email: catering@studentlife.osu.edu	No	No	Customer is provided a receipt at the Register at the time of sale	N/A

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Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
<p>MALCS 2013 Summer Institute MALCS is an organization of Chicanas, Latinas and Native American women, trans and gender non-conforming people dedicated to recruiting, supporting and retaining our numbers in higher education and to creating knowledge for our and other communities.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Celeste Coleman Phone: 614-688-5787 Email: coleman.519@osu.edu</p>	<p align="center">No.</p>	<p align="center">No.</p>	<p align="center">Request from Celeste Coleman via email.</p>	<p align="center">See website: http://comparativestudies.osu.edu/malcs</p>
<p>Marion Campus Bookstore Marion Campus Bookstore handles textbooks, supplies and clothing for OSU-Marion.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch, faxed or hand-delivered. Contact: Adam L. Thomas Phone: 740-725-6541 Email: sm286@bncollege.com</p>	<p align="center">No, but recommended.</p>	<p>Contact Adam Thomas or Teressa Wilks. No additional documentation required as long as eRequest has a PONumber on it.</p>	<p align="center">Once processed here in the store, a receipt can be picked up or faxed.</p>	<p align="center">N/A</p>
<p>Marketplace Reminiscent of a metropolitan public market, The Marketplace serves up a tempting menu of stir-fry, soups, wraps, pasta and other entrees</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Pick up food selections at the station of your choice Contact: Pete Hackman Phone: 614-688-3256 Email: catering@studentlife.osu.edu</p>	<p align="center">No</p>	<p align="center">No</p>	<p align="center">Customer is provided a receipt at the Register at the time of sale</p>	<p align="center">N/A</p>
<p>Mass Spectrometry and Proteomics Facility The mandate of the CCIC Mass Spectrometry and Proteomics Facility is to provide state-of-the-art instrumentation to The Ohio State University and the surrounding research community. The nature of our laboratory allows for both routine analyses for faculty who can not afford nor desire the purchase of their own mass spectrometry instrumentation</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Visit web page: http://www.ccic.ohio-state.edu/MS/rates.1htm. Fill out a Service Request (SR) Form with required sample information. The eRequest, SR Form, and samples MUST be submitted together. Click on appropriate SR form and see instructions for properly filling it out Contact: Robin Gates Phone: 614-292-0689 Email: MSPADMIN@CCIC.OHIO-STATE.EDU</p>	<p align="center">No Phone Kari Green-Church (614-688-0251)</p>	<p align="center">Yes, Service Request Form Bring form with sample(s) to Facility</p>	<p align="center">Email notice will be sent with IDB Journal number and PDF of the Service Request Form with billing statement attached</p>	<p align="center">Please add contact name for billing inquiries</p>
<p>MBSC, Molecular Biology Supply Center Conveniently located in the Biological Sciences Building (room 117A), MBSC provides the OSU research and teaching community with products used for laboratory work and pipette calibration services</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Customers should place orders as per their local department policy: by eRequest, by internal order form, or by e-mail via an authorized intermediate Contact: Michael Wolfe Phone: 614-292-7966 Email: mbsc@osu.edu</p>	<p align="center">No</p>	<p>Yes, MBSC Excel Order Form To ensure that orders are properly routed to us, we prefer that customers use our MBSC Order Form, an excel spreadsheet available upon request</p>	<p align="center">Priced order forms are available by email as scanned attachments or photocopies delivered by campus mail</p>	<p>There are no shipping, hazardous, refrigeration, dry ice, fuel surcharge or other ancillary fees for orders placed at MBSC for standard delivery. Please add contact information (phone and email)</p>
<p>McPherson Campus Grind Conveniently located in high traffic study areas for a light meal, an in-between snack, or a Starbucks treat for the coffee aficionado, our Campus Grind bakery-cafes will delight you with an impressive range of espressos, café lattes, or a plain great cup of coffee to go, alongside freshly made sandwiches and pastries</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed at the register Contact: Kathy Grant Phone: 614-247-8466 Email: catering@studentlife.osu.edu</p>	<p align="center">No</p>	<p align="center">No</p>	<p align="center">Customer is provided a receipt at the Register at the time of sale</p>	<p align="center">N/A</p>
<p>Media Service - OCIO Learning Technologies within the Offices of the CIO provide a variety of enriched media services including audio/video production, editing, DVD authoring, and streaming of live courses, seminars, events & commencement ceremonies.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Customer Service Phone: 614-688-4357 Email: OCIO-dispatch@osu.edu Website: http://cio.osu.edu/services/</p>	<p align="center">No. Varies depending on the services being requested</p>	<p align="center">Attach to eRequest</p>	<p align="center">Monthly statement/copy of work order</p>	<p align="center">Based on the request, a learning technology representative may contact the customer to collect additional information, schedule events, or clarify questions.</p>
<p>Mirror Lake Creamery & Grill Mirror Lake Creamery & Grill serves up authentic favorites like burgers, subs, sandwiches, milkshakes and ice cream</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed at the register Contact: Pete Hackman Phone: 614-688-3256 Email: catering@studentlife.osu.edu</p>	<p align="center">No</p>	<p align="center">No</p>	<p align="center">Customer is provided a receipt at the Register at the time of sale</p>	<p align="center">N/A</p>
<p>Morrill Fresh Express Morrill Fresh Express is a quick service dining facility. You'll find an eclectic array of fresh baked home-style goods, crisp produce, ethnic choices, and an assortment of quick, pick-up selections at the station of your choice</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Pick up food selections at the station of your choice Contact: Deanna Park Phone: 614-292-8386 Email: catering@studentlife.osu.edu</p>	<p align="center">No</p>	<p align="center">No</p>	<p align="center">Customer is provided a receipt at the Register at the time of sale</p>	<p align="center">N/A</p>

OSU Internal Vendors in eRequest
(As of 09/26/2013)

Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
<p>Nationwide & Ohio Farm Bureau 4-H Center Rooms and facility rental. State of the art new facility with flexible space for a broad range of activities - days, evenings or weekends.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Amelia Brashear Phone: 614-247-6904 Email: brashear.1@cfaes.osu.edu</p>	<p>No.</p>	<p>Yes. Signed contract must be received within 5 days of reservation by fax, email, in person, or as attachment to eRequest.</p>	<p>Request receipt by email or phone from Amelia Brashear.</p>	<p>N/A</p>
<p>North Fresh Express North Fresh Express is a quick service dining facility. You'll find an eclectic array of fresh baked home-style goods, crisp produce, ethnic choices, and an assortment of quick, pick-up selections at the station of your choice</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Pick up food selections at the station of your choice Contact: Deanna Park Phone: 614-292-8386 Email: catering@studentlife.osu.edu</p>	<p>No</p>	<p>No</p>	<p>Customer is provided a receipt at the Register at the time of sale</p>	<p>N/A</p>
<p>North Traditional Dining Traditions Dining at the North Residence Hall is an all you care to eat dining facility. Entrees, soups, vegetables, breads and desserts are served cafeteria-style. Self-serve salad bar and beverage stations are located in the dining areas</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. All you care to eat self-serve style Contact: Deanna Park Phone: 614-292-8386 Email: catering@studentlife.osu.edu</p>	<p>No</p>	<p>No</p>	<p>Customer is provided a receipt at the Register at the time of sale</p>	<p>N/A</p>
<p>OAA Administration Administrative services for processing of internal payments for hosting unit.</p>	<p>Submit an approved eRequest with applicable documentation via email dispatch. Contact: Nora Bolon Phone: 614-292-1820 Email: bolon.11@osu.edu Email: oaa.administration@admin.ohio-state.edu</p>	<p>Contact the hosting unit.</p>	<p>Yes. Quote/invoice or confirmation documentation from hosting unit. Attach to eRequest.</p>	<p>Print copy of dispatched eRequest.</p>	<p>N/A</p>
<p>OARDC CommTech Print Shop We are print production experts specializing in high quality print materials while offering the most competitive prices in the industry.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: April Martin Phone: 330-263-3780 (5-3780 from Columbus) Email: martin.881@osu.edu</p>	<p>No, but recommended for most jobs. Contact Jim Henry, 5-3778 (Wooster Campus) or henry.7@osu.edu</p>	<p>Copy, if job was previously printed. Submit with eRequest. Examples of additional information include: Quantity, size, stock, number of pages, one-sided?, two-sided? Binding? Saddle stitched? Corner stitched? Side stitched?</p>	<p>Receipt upon request.</p>	<p>N/A</p>
<p>OARDC Facility Services Request for building issues on the OARDC Wooster Campus</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Karen Fedevich Phone: 330-263-3915 Email: fedevich.1@osu.edu</p>	<p>No. N/A</p>	<p>Submit on-line work order.</p>	<p>Contact Karen Fedevich.</p>	<p>N/A</p>
<p>OARDC FAHRP Provider of Veterinary Supplies and Services, Lab Testing.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Robin Weimer Phone: 330-263-3744 Email: weimer.3@osu.edu</p>	<p>No.</p>	<p>Copy of invoice or other documentation that pertains to service. Attach to eRequest.</p>	<p>Make a request via email; receipt will be provided via email.</p>	<p>OARDC FAHRP will notify you if more information is needed.</p>
<p>OARDC Fiscal Office</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Susan Dimit Phone: 330-263-3990 Email: dimit.4@osu.edu</p>	<p>No. N/A</p>	<p>Attach to eRequest.</p>	<p>Contact Fiscal Office.</p>	<p>N/A</p>
<p>OARDC Fisher Auditorium Room rental services for Fisher Auditorium</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Susan Dimit Phone: 330-263-3990 Email: dimit.4@osu.edu</p>	<p>No. Call contact if quote required.</p>	<p>Attach any to eRequest.</p>	<p>Contact Susan Dimit.</p>	<p>N/A</p>
<p>OARDC Grants Development Support Provides Grant Development services to OARDC Faculty</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Lori Kaser Phone: 330-263-3647 Email: kaser.37@osu.edu</p>	<p>No. N/A</p>	<p>No.</p>	<p>Contact Lori Kaser.</p>	<p>N/A</p>

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OARDC Information Technology IT Services for the OARDC Wooster campus.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Alden Sewell Phone: 330-263-3772 Email: sewell.41@osu.edu	No. N/A	On Line Work Order.	Contact Matthew DeVore.	N/A
OARDC Library Library Services for the Wooster campus and other OSU regional campuses.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Connie Britton Phone: 330-263-3773 Email: britton.4@osu.edu	No.	None required, but additional information can be attached to eRequest.	N/A	N/A
OARDC MCIC Lab Microscopy services.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Team Meulia Phone: 330-263-3836 Email: mcic_seg@osu.edu	No. N/A	Attach any to eRequest.	Contact Team Meulia.	N/A
OARDC Outlying Ag Research Stations Conference and meeting room services	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Cathy L. Chenevey Phone: 330-263-3771 Email: chenevey.20@osu.edu	No.	Possibly labor funding agreement or other supporting documentation. Attach to eRequest.	Contact Cathy L. Chenevey	N/A
OARDC Research Operations Farms The OARDC Research Operations Farms provide services to faculty conducting research on the Wooster Campus.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Susan Vizzo Phone: 330-263-3712 Email: vizzo.2@osu.edu	No.	Attach to eRequest.	Call Susan Vizzo.	N/A
OARDC Shisler Conference Center Conference and meeting room services.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Julie Spicer Phone: 330-287-1476 Email: spicer.64@osu.edu	No. N/A	Attach any to eRequest.	Contact Julie Spicer.	N/A
OARDC Staff Council Staff Council provides OARDC Logo Apparel, Candy Bars and other OARDC logo merchandise for purchase on campus. Special orders are also available to OSU/OARDC departments.	Submit an approved eRequest with any additional documentation via email dispatch. Purchases are made from the Research Services sales cabinet or through special orders. Contact: Gwen Covert Phone: 330-263-3700 Email: @osu.edu	Yes, for special orders. Contact a Staff Council member for a quote on special orders.	No.	Contact a Staff Council member for a quote on special orders.	N/A
OARDC Star Lab Soil Testing Services.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Kevin Jewell Phone: 330-263-3683 Email: jewell.4@osu.edu	No. N/A	Attach any to eRequest.	Contact Kevin Jewell.	N/A
OARDC Stores	Submit an approved eRequest with any additional documentation via email dispatch to: oardcstoreroom@osu.edu Contact: Paul Starkey Phone: 330-263-3551 Fax: 330-263-3519 Email: starkey.40@osu.edu	No. Contact Paul Starkey if required.	Attach any to eRequest.	Contact Paul Starkey.	N/A
OARnet OARnet was founded to provide Ohio researchers with their first "online" access to the high performance computing resources of the Ohio Supercomputer Center	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Hope Harrison Phone: 614-292-3615 Email: accountsreceivable@oh-tech.org	No	Attach any to eRequest, or fax to 614-247-7096.	N/A	Contact: accountsreceivable@oh-tech.org

OSU Internal Vendors in eRequest
(As of 09/26/2013)

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<p>ODI Career & Job Fair Administration/Special Programs is the administrative unit in The Office of Diversity and Inclusion that gives support to the ODI Career & Job Fair Student Association and its Coordinating Committee, sponsoring the largest student-attended career and job fair on the OSU campus.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Jackie Lipscomb Phone: 614-292-8236 Email: lipscomb.3@osu.edu</p>	<p align="center">No.</p>	<p align="center">No.</p>	<p align="center">Request a receipt via email.</p>	<p align="center">N/A</p>
<p>ODI National Conference on Diversity, Race & Learning The National Conference on Diversity, Race & Learning brings together administration, faculty, staff and students, along with cooperate personnel from the region and beyond, to look critically at diversity issues with the intention of productive dialogue that will enlighten and empower those who attend.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Completion of NCDRL&L online registration is required, as well. Contact: Colby Taylor Phone: 614-292-1417 Email: taylor.972@osu.edu</p>	<p align="center">No.</p>	<p align="center">No.</p>	<p align="center">Request from contact, Colby Taylor.</p>	<p align="center">Name of attendee, use of proper chartfield information, description, estimated amount, and total amount in the event of multiple registration fees, request options will ber "payment", etc.</p>
<p>Office of the Chief Information Officer (OCIO) - IT Services The Office of the Chief Information Officer provides services to help Ohio State faculty, students and staff use technologies in learning, teaching, research, and administrative settings</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Customer Service Phone: 614-688-4357 Email: OCIO-dispatch@osu.edu</p>	<p align="center">No. Varies depending on the services being requested</p>	<p align="center">Attach to eRequest</p>	<p align="center">Monthly statement/copy of work order</p>	<p>For a complete list of service provided by the Office of the Chief Information Officer, please visit www.cio.osu.edu/services</p>
<p>Office of Graduate & Professional Admissions - PSRC The Professional Schools Recruitment Committee (PSRC) coordinates recruiting events for the ten professional programs. Annual dues are paid to the PSRC to cover expenses associated with the events.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Angela Lang Phone: 614-247-4738 Email: lang.201@osu.edu</p>	<p align="center">No.</p>	<p align="center">Attach to eRequest.</p>	<p align="center">Upon request.</p>	<p align="center">Provide College/Program name as part of the business purpose</p>
<p>Office of Health Sciences Biostat Center We provide study design, data management, and statistical analysis of clinical, epidemiological, public health, and laboratory research data for researchers. Other services, such as data analysis, also provided</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Clients request biostatistical services by speaking to a biostatistician and filling out a PIF (Project Information Form) Contact: Tina Blakes Phone: 614-293-6901 Email: Tina.blakes@osumc.edu</p>	<p align="center">No From the PIF</p>	<p>Yes. Hours worked on project are entered into billing system and an invoice is generated on a monthly basis. This invoice may need to be scanned and attached to eRequest Attach to eRequest</p>	<p align="center">Once payment is received and recorded a paid invoice can be generated upon request</p>	<p align="center">Financial contact and chartfield information</p>
<p>OIA-International Students & Scholars OIA's unit of International Students and Scholars assists departments with international faculty and staff on H-1B and J-1 non-immigrant statuses. Services include preparation of H-1B petitions and DS-2019 non-immigrant forms for J-1 Scholars.</p>	<p>For J-1 scholars – submit an approved eRequest to the requesting department's Human Resources Professional (HRP) to process. The department's HRP will load the eRequest into the eScholar system for which HRPs only have access. The eScholar request will be submitted OIA-ISS. For H1B petitions – Print and submit an approved eRequest with the H1B petition packet to OIA-ISS per instructions. For questions, please contact Mimi King at king.49@osu.edu or 614-292-3714.</p>	<p align="center">No.</p>	<p align="center">No.</p>	<p>An internal departmental billing will be processed and emailed to the contact information on the department's eRequest after the case is received at OIA-ISS for processing.</p>	<p align="center">Please Note: eRequests are accepted for J-1 and H1B processing only.</p>
<p>OIA - Study Abroad OIA's unit of Study Abroad assists the OSU community with Study Abroad payments including travel supplemental insurance payments.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Lizeth Rascon Phone: 614-247-4026 Email: oia-sapayments@osu.edu</p>	<p align="center">No.</p>	<p>Yes, attach supplemental travel insurance applications and any other documents that pertain to the payment. Attach all forms and documentation to the eRequest.</p>	<p align="center">Contact Lizeth Rascon at rascon.1@osu.edu.</p>	<p align="center">Include names of students or traveler(s) names associated with the expense.</p>

OSU Internal Vendors in eRequest
(As of 09/26/2013)

Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
Office of the University Registrar The Office of the University Registrar offers course catalogs, student data, and mailing lists.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Jack Miner Phone: 614-292-5777 Email: miner.10@osu.edu	No. Fees are published.	No.	Upon request.	N/A
Office of the University Registrar – Testing Center The Office of the University Registrar – Testing Center provides a variety of testing services.	Submit an approved eRequest with any additional documentation via email dispatch. New customers submit a "Customer Profile" Form available on the Office of the University Registrar's website at registrar.osu.edu. Drop off tests to be scored at 185 SAS building. Contact: Jack Miner Phone: 614-292-5777 Email: miner.10@osu.edu	No. Fees are published.	N/A	Receipt is mailed to department fiscal officer.	N/A
Office of the Univ. Registrar – Transcripts Processing The Office of the University Registrar – Transcripts Processing provides transcript services.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Lee Watkins Phone: 614-292-2117 Email: watkins.95@osu.edu	No. Fees are published.	N/A	Upon request.	N/A
Ohio Mass Spectrometry Symposium	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Robin Gates Phone: 614-292-0689 Email: mspadmin@ccic.ohio-state.edu	No.	Yes, OMSS Registration Form must accompany eRequest.	Include contact information of person who needs to know the IDB Journal number.	N/A
Ohio Union- Creative Activities Program Classes The Creative Activities Program (CAP) is a non-credit program specifically designed to develop leisure time activities for students, staff, alumni and the community	Submit an approved eRequest with any additional documentation via email dispatch Contact: Beth Ullum Phone: 614-247-7860 Email: sl-oubusoffice@osu.edu	No By phone or email. Huffman.503@osu.edu or 614-247-7860	Yes, a signed contract/reservation Attached to eRequest	Contact Beth Ullum	N/A
Ohio Union - Event Services Ohio Union Event Services provides room rentals and catering in the Ohio Union	Submit an approved eRequest with any additional documentation via email dispatch. Online at (https://studentaffairs.osu.edu/ve/ms/), or walk-in Contact: Larry Moore Phone: 614-247-6882 Email: moore.388@osu.edu	No, By phone 614-247-6882, email moore.388@osu.edu, or walk-in.	Yes, a signed contract when applicable Attached to eRequest	Contact your event planner	N/A
Ohio Union- Marketing & Resources The Ohio Union offers various marketing, graphics and resources (which includes Dtis, Dates & Data, Makio and the Resource Room)	Submit an approved eRequest with any additional documentation via email dispatch Contact: Dan Huffman Phone: 614-292-6045 Email: sl-oubusoffice@osu.edu	No By phone, 614-292-6045	Yes, a signed contract when applicable Attached to eRequest	By phone, 614-292-6045	Artwork when applicable
Ohio Union - Station 88 Station 88 is the retail store in the Ohio Union offering a wide range of buckeye merchandise, school supplies, and snacks	Submit an approved eRequest with any additional documentation via email dispatch Contact: Melissa Elston Phone: 614-688-7588 Email: elston.16@osu.edu	No By phone 614-688-7588, email elston.16@osu.edu, or in person	No	Contact Melissa Elston	N/A
OHR Background Checks This service provide OSU departments to perform background checks on new hires. OHR obtains a blanket order for the year and OSU departments pay back OHR for services used.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Gina Thorpe Phone: 614-688-5971 Email: OHRBackgroundChecks@hr.osu.edu	No.	eRequest submissions by departments utilizing background check services/ internal order	Contact Gina Thorpe.	Accurate chart field needed- org, fund, and account #'s for billing.
OHR - Culture Materials Additional OSU culture materials may be purchased for college/department use.	Submit an approved eRequest with any additional documentation via email dispatch. Materials to order can be found at: http://www.osu.edu/eminence/assets/files/Order_Form.pdf Contact: Renee Fawcett Phone: 614-247-1847 Email: OHRCultureMaterials@hr.osu.edu	No. Contact Renee Fawcett (614-247-1847 or rfawcett@hr.osu.edu) for pricing information.	No.	Journal entry shall serve as a receipt.	N/A

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<p>OHR Employment Ads OHR coordinates with selected external vendors to place advertisements for open positions.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Peggy Smith Phone: 614-688-5594 Email: OHREmploymentAds@hr.osu.edu</p>	<p>Yes. OHR receives a quote from the advertising source and sends to department/unit.</p>	<p>Yes. Written confirmation from the department/unit to place advertisement.</p>	<p>Journal entry shall serve as a receipt.</p>	<p>N/A</p>
<p>OMAC (OARDC Metabolite Analysis Center) Metabolite analysis performed on the LC-MS/MS.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Orders placed via website. Contacts: Josh Blakeslee or Joe Scheerens Phone: 330-263-3875 or 330-263-3826 Email: blakeslee.19@osu.edu or scheerens.1@osu.edu</p>	<p>No. Invoices generated via website</p>	<p>Separate forms will go to the internal vendor when requesting the type of base analysis.</p>	<p>Separate forms will go to the internal vendor when requesting the type of base analysis.</p>	<p>Not to complete the eRequest, yes to have the analysis done.</p>
<p>onCampus Advertising Advertising in the onCampus newspaper and web site as well as e-newsletters OSUToday, OSU Weekly and Buckeye Net News. onCampus' print edition is published 21 times a year, and delivered through campus mail to faculty and staff members at OSU. We also offer advertising in the onCampus' web edition at oncampus.osu.edu. E-newsletter advertising is also available with OSUToday, OSU Weekly and Buckeye Net News.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch, after contact with advertising sales representative and a contract is created. Contact: Chris Graves Phone: 614-292-7294 Email: graves.217@osu.edu</p>	<p>Yes. A quote is part of the contract process and is available on request.</p>	<p>Yes. The first one is a signed contract for onCampus newspaper or onCampus Web advertisements, and a completed e-advertising information sheet for the e-newsletters OSU Today, OSU Weekly and Buckeye Net. Additional forms should be faxed to 614-292-2387 or emailed to estep.47@osu.edu. Advertising content must be approved by clients.</p>	<p>After advertisements run in the publications, invoices are created and mailed.</p>	<p>N/A</p>
<p>Orthopaedics, Department of We provide laboratory services including biomechanics and biomaterials testing.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. An email is exchanged between the lab manager and the researcher needing the services. Contact: Ryan Ware Phone: 614-293-8547 Email: ryan.ware@osumc.edu</p>	<p>The email acts as the quote. Rates are published and approved by the resource planning officer in the Controller's office. If you want a quote you need to reach out to the lab manager.</p>	<p>The eRequest system is used to pay invoices. We don't need additional forms. After the lab manager sends an invoice to the customer, the customer attaches the invoice to the eRequest. There is not faxing of documents involved.</p>	<p>The IDB initiator sends a journal entry detail report to the customer.</p>	<p>None.</p>
<p>Orton Geological Museum The Orton Geological Museum offers guided tours for groups (school classes, Scouts, civic clubs, etc), free identification of rocks, minerals, fossils & bones, and a Museum Store with books, minerals, fossils and dinosaur toys for sale.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Dale Gnidovec Phone: 614-292-6896 Email: gnidovec.1@osu.edu</p>	<p>No.</p>	<p>No.</p>	<p>Will be provided with purchased merchandise.</p>	<p>N/A</p>
<p>Optometry Optometry Services pledges to provide optimal, comprehensive vision and eye health care for our patients through our team of faculty, staff and students who employ their collective specialized knowledge of the visual system, in the patient's best interest, consistent with The Ohio State University's tradition of excellence in teaching, research and service and fiscal responsibility to the community</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Department initiates eRequest and sends employee to Optometry with copy of approved request. Contact: Jeff Rohlf Phone: 614-292-2828 Email: rohlf.4@osu.edu</p>	<p>No Email jrohlf@optometry.osu.edu</p>	<p>No</p>	<p>A receipt will be attached to the eRequest form and returned to the employee</p>	<p>Patient/employee to supply a prescription (safety glasses)</p>
<p>OSU Administrative Professionals</p>	<p>Registration on our website: http://scarletandgray.osu.edu; registration code 1590. Submit an approved eRequest via email dispatch. Contact: Marta Sparano Phone: 614-292-0825 Email: sparano.4@osu.edu</p>	<p>No.</p>	<p>Attach registration materials to eRequest.</p>	<p>eRequest approvals may serve as receipt or may request an email confirmation that it has been processed.</p>	<p>Chartfield and attendee's name and department.</p>
<p>OSU Extension Community Development OSU Extension Community Development offers advanced computer classes through the University District.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Sandy Odrumsky Phone: 614-292-6232 Email: odrumsky.1@osu.edu</p>	<p>N/A</p>	<p>N/A</p>	<p>Contact Sandy Odrumsky (odrumsky.1@osu.edu) if a receipt is needed.</p>	<p>N/A</p>

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<p>OSU Foundation The OSU Foundation sells football tickets through the President's Club and OSU merchandise to various departments throughout the University.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch; phone or email orders, as well. Contact: Jaime Hoffman Phone: 614-688-4109 Email: hoffman.539@osu.edu</p>	<p>Contact the person who you are purchasing from (e.g.: Donor Relations, President's Club).</p>	<p>Football acceptance email or quote.</p>	<p>Request one when placing order.</p>	<p>N/A</p>
<p>OSU Health Plan – Wellness Service We organize the University Health Fair (Rally for Wellness) each year in the fall.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Ying Studebaker Phone: 614-292-2315 Email: Ying.Studebaker@osumc.edu</p>	<p>Yes. Request and receive via email.</p>	<p>No.</p>	<p>Request via email.</p>	<p>Name of purchaser, name of the department, cost center number, email & phone number of purchaser.</p>
<p>OSU Leadership Center The OSU Leadership Center offers workshops, resources, and self-development tools to individuals and groups.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Also, complete online registration at http://www.regonline.com/seriesleadership Contacts: Jody Termeer Phone: 614-292-3114 Email: termeer.1@osu.edu</p>	<p>No.</p>	<p>No.</p>	<p>Receipt provided upon request.</p>	<p>N/A</p>
<p>OSU Marching and Athletic Bands The OSU Marching and Athletic Bands offer pep bands to perform at various university functions. Not all pep band requests can be accommodated as requests are based on availability, schedule, and consideration of the impact of the students (band members). Rates are based on pep band size and duration of performance and are subject to modifications at the discretion of the director of the Bands.</p>	<p>1. Complete pep band request on website (www.tbdbit.osu.edu) OR 2. Send email to Rick Shaffer (shaffer.25@osu.edu) Submit an approved eRequest with any additional documentation via email dispatch. Contact: Rick Shaffer Phone: 614-292-2598, Cell: 614-633-7210 Email: shaffer.25@osu.edu</p>	<p>Upon completing pep band request on website, you will be contacted with cost information via email.</p>	<p>Yes, on-line pep band request. Attach email quote.</p>	<p>N/A, quote/email and eReq combined serve as transaction documentation</p>	<p>N/A</p>
<p>OSU Speech and Hearing Clinic Clinic provides speech and audiology services including: speech evaluations and treatment (including accent modification training), audiology evaluations, ear molds and hearing aids.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Pete Eichel Phone: 614-688-8604 Email: eichel.2@osu.edu</p>	<p>No. But, can be obtained by contacting Pete Eichel at Eichel.2@osu.edu.</p>	<p>None required. If any forms are needed, they can be attached to the eRequest.</p>	<p>A receipt can be requested via the contact email at left.</p>	<p>N/A</p>
<p>OSU Statistical Consulting Service The Statistical Consulting Service located in the Department of Statistics is a team of faculty, staff, and graduate students who provide professional statistical consulting support to OSU researchers and external clients in business, science, industry, and government. Some of the services we provide are: research planning, design of experiments, database development, survey design, administration, and analysis, statistical process control, statistical modeling and analysis, and independent verification of methods and results. (For additional information, please refer to our website at www.scs.osu.edu)</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. The SCS Service Request Form (found at www.scs.osu.edu/request.html) is submitted and after an initial meeting with the university client, a SCS proposal is written which includes the scope of work and a cost estimate for the work to be done. An approved eRequest in the amount of the cost estimate must be submitted to the SCS before work can begin. This approved eRequest serves as the approval for the project work Contact: Barbara Wohlever Phone: 614-292-1529 Email: wohlever.10@osu.edu</p>	<p>Yes, Most of the time an SCS proposal is written; but, there are occasions when a quote has been given via phone and/or email Prepare/submit a SCS Service Request Form and meet with SCS staff to obtain a SCS proposal.</p>	<p>Yes, the SCS proposal (if applicable) Submit SCS Service Request Form online if applicable</p>	<p>Clients are sent SCS invoices on a monthly basis</p>	<p>N/A</p>
<p>OSU Trace Element Research Laboratory The TERL offers elemental chemical analysis using Inductively Coupled Plasma – Optical Emission and Mass Spectrometry as a service, collaboration or instrument time.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Also, you may contact Olesik or Anthony Lutton (292-1987 or lutton.7@osu.edu). Contact: John Olesik Phone: 614- 292-6954 Email: olesik.2@osu.edu</p>	<p>No, but at least discussion recommended, especially if first time client of the TERL. Contact John Olesik (292-6954, olesik.2@osu.edu) or Anthony Lutton (292-1987, lutton.7@osu.edu). Contact John Olesik for actual quote.</p>	<p>No, though additional information may be needed. Contact John Olesik or Anthony Lutton before placing order.</p>	<p>Invoice will be provided by the TERL (via e-mail). Receipt upon request.</p>	<p>Please provide contact name for order.</p>
<p>OSUCCC Shared Resources OSUCCC provides cancer focused research equipment, services, expertise to Principal Investigators.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Heather Richards Phone: 614-293-8012 Email: eramprequest@osumc.edu</p>	<p>Not necessary, but available. Log into eRAMP and "requesting a quote."</p>	<p>No.</p>	<p>Within eRAMP.</p>	<p>N/A</p>

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<p>OSUMC Lock Shop The OSUMC lock shop offers services to the hospitals and administrative departments to repair and change locks, or any lock related need.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Dustin Thompson or Dean Hardesty Phone: 614-293-0742, or 614-293-8412 Email: John.Hardesty@osumc.edu</p>	<p>No.</p>	<p>No.</p>	<p>Contact Dustin Thompson or Dean Hardesty.</p>	<p>N/A</p>
<p>Medical Center Marketing Communications Film & video, digital, media relations, marketing, internal communications, event planning, etc.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Jeff Core Phone: 614-293-8765 Email: jeff.core@osumc.edu</p>	<p>No, but one can be provided. Request from the Marketing associate you are working with.</p>	<p>Attach to eRequest.</p>	<p>Request one from your contact person.</p>	<p>N/A</p>
<p>OSUMC - Nutrition Services Provides meal passes and catering services to our university customers.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contacts: Nathen Miller and Erica O'Donnell Phone: 614-293-3974 and 614-293-3894 Email: NutritionPurchasing@osumc.edu</p>	<p>No. But if a user is unsure of food/catering request cost they may contact us through email or phone. Catering: Contact Roberta Lucas (293-8658). Meal passes: Contact Nathen Miller (293-3974)</p>	<p>No.</p>	<p>eRequest can serve as receipt.</p>	<p>Meal passes and catering orders placed through eRequest must be given 72 hours in advance of pick up. Internal charge transfers can also be placed with eRequest. Users will pick up catering orders from Rhodes Kitchen. Meal passes will be picked up at the admin offices in Cramblett.</p>
<p>OSUMC Parking and Valet Valet passes for OSU Medical Center internal departments only.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Ronald Krichbaum Phone: 614-293-5639 Email: Ronald.Krichbaum@osumc.edu</p>	<p>No.</p>	<p>N/A</p>	<p>Receipt provided by vendor upon delivery.</p>	<p>N/A</p>
<p>OSUMC Pharmacy - Factor This is the factor product cost center for OSUMC Pharmacy. We cost transfer this product between OSUMC Pharmacies frequently.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Dave Smeenk Phone: 614-293-8470 Email: dave.smeenk@osumc.edu</p>	<p>No.</p>	<p>No.</p>	<p>Email Dave Smeenk.</p>	<p>N/A</p>
<p>OSUMC Pharmacy- JamesCare Comprehensive Breast Center This is for internal medication orders only, usually for research studies, etc. Our address is: 1145 Olentangy River Road, Room 4200 Columbus, OH 43212</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Orders must be placed in person. OSUMC Pharmacy- JamesCare Comprehensive Breast Center does not accept faxes or email orders. Contact: Ryan Forrey Phone: 614-293-8470 Email: N/A</p>	<p>No. But can be obtained by calling 614-293-5350.</p>	<p>No.</p>	<p>Contact Purchasing Dept.</p>	<p>N/A</p>
<p>OSUMC Pharmacy- JamesCare East This is for internal medication orders only, usually for research studies, etc. Our address is: Tower 923 1492 E Broad St Columbus OH 43205</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed in person. OSUMC Pharmacy- JamesCare East does not accept faxes or email orders. Contact: Ryan Forrey Phone: 614-293-8470 Email: N/A</p>	<p>No. But can be obtained by calling 614-257-3352.</p>	<p>No.</p>	<p>Contact Purchasing Dept.</p>	<p>N/A</p>
<p>OSUMC Pharmacy- JamesCare Investigational Drug This is for internal medication orders only, usually for research studies, etc. Our address is: 410 West 10th Avenue Columbus, OH 43210</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed in person. OSUMC Pharmacy- JamesCare Investigational Drug does not accept faxes or email orders. Contact: Ryan Forrey Phone: 614-293-8470 Email: N/A</p>	<p>No. N/A</p>	<p>No.</p>	<p>Contact Purchasing Dept.</p>	<p>N/A</p>
<p>OSUMC Pharmacy- JamesCare Main Outpatient This is for internal medication orders only, usually for research studies, etc. Our address is: James 233 300 W 10th Ave Columbus, OH 43210</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed in person. OSUMC Pharmacy- JamesCare Outpatient does not accept faxes or email orders. Contact: Ryan Forrey Phone: 614-293-8470 Email: N/A</p>	<p>No. But can be obtained by calling 614-293-3314.</p>	<p>No.</p>	<p>Contact Purchasing Dept.</p>	<p>N/A</p>

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<p>OSUMC Pharmacy- JamesCare Martha Morehouse This is for internal medication orders only, usually for research studies, etc. Our address is: Martha Morehouse Tower Room 1103 2050 Kenny Rd Columbus, OH 43212</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed in person. OSUMC Pharmacy- JamesCare Martha Morehouse does not accept faxes or email orders. Contact: Ryan Forrey Phone: 614-293-8470 Email: N/A</p>	<p>No. But can be obtained by calling 614-293-5326.</p>	<p>No.</p>	<p>Contact Purchasing Dept.</p>	<p>N/A</p>
<p>OSUMC Pharmacy- JamesCare Mill Run</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. OSUMC Pharmacy- JamesCare Mill Run does not accept faxes or email orders. Contact: Ryan Forrey Phone: 614-293-8470 Email: Ryan.forrey@osumc.edu</p>	<p>No. Call 614-366-9455 for quote, if needed.</p>	<p>No.</p>	<p>N/A</p>	<p>N/A</p>
<p>OSUMC Pharmacy- JamesCare Safety Stock Medications This is for internal medication cost transfers only. Our address is: 410 West 10th Avenue Room 368 Doan Hall Columbus, OH 43210</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Contact: Ryan Forrey Phone: 614-293-6508 Email: ryan.forrey@osumc.edu</p>	<p>No.</p>	<p>OSUMC Pharmacy- JamesCare Safety Stock does not accept faxes or email orders.</p>	<p>N/A</p>	<p>N/A</p>
<p>OSUMC Pharmacy- Main This is for internal medication orders only, usually for research studies, etc. Our address is: 410 West 10th Avenue Columbus OH 43210</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed in person. OSUMC Pharmacy- Main does not accept faxes or email orders. Contact: Trisha Jordan Phone: 614-293-8470 Email: N/A</p>	<p>Not usually. But can be obtained by calling 614-293-8271.</p>	<p>No.</p>	<p>Contact Purchasing Dept.</p>	<p>N/A</p>
<p>Oxley's by the Numbers Café Oxley's by the Numbers is a casual, trendy eatery in the center of Campus serving up fresh subs, salads and tasty desserts</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed at the register Contact: Pete Hackman Phone: 614-688-3256 Email: catering@studentlife.osu.edu</p>	<p>No</p>	<p>No</p>	<p>Customer is provided a receipt at the Register at the time of sale</p>	<p>N/A</p>
<p>PAD (Pizza and Delivery) The PAD is a trendy mod-inspired joint that's a great place to hangout or just have the pie come to you</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Deric Frisbie Phone: 614-207-0964 Email: frisbie.4@osu.edu</p>	<p>No</p>	<p>No</p>	<p>Customer is provided a receipt at the Register at the time of sale or at the time of delivery</p>	<p>N/A</p>
<p>Parker Dairy Store</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: David Morelli Phone: 614-688-4195 Email:morelli.1@osu.edu</p>	<p>No, but call with any questions. Quotes provided via email.</p>	<p>None required. Attach to eRequest.</p>	<p>Receipts will be emailed to department.</p>	<p>N/A</p>
<p>Pathology-Pathology Core Facility The PCF Lab provides routine histology, immunohistochemistry, immunofluorescence, cryotomy, <i>in situ</i> hybridization, tissue microarray, PCR-based gene rearrangement and mutation analysis assays, and bacterial artificial chromosome (BAC) labeling based on the nick translation technique to be used for clinical and research <i>in situ</i> hybridization.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Investigators bring tissue samples to the PCF lab for processing. Complete a PCF Request form and turn in the sample to either Denise Peterson or Mark Sexton. Contact: Tina Hatter Phone: 614-293-5368 Email: tina.hatter@osumc.edu</p>	<p>No.</p>	<p>No.</p>	<p>No receipt is given.</p>	<p>N/A</p>

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<p>Pathology - Tissue Archive Service The TAS provides diagnostic tissue, diagnostic pathology reports, diagnostic histology images or search of diagnostic pathology cases to identify tissues, for use in research.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Investigators complete a Tissue Archive Service (TAS) Request Form and e-mail or fax this form to TAS. A TAS Biospecimen Use Agreement form may also be required. Contacts: Denise Peterson @ 614-366-3181 Cheryl @ 614-293-7355 Email: denise.peterson@osumc.edu@osu.edu</p>	<p align="center">No.</p>	<p>Yes, the Tissue Archive Service Request Form and the TAS Biospecimen Use Agreement form (TAS Biospecimen Use Agreement form only if applicable). The additional forms can be forwarded separately in an e-mail to [pathology archives]or faxed to 293-3339 or forwarded with the eRequest.</p>	<p align="center">No receipt is given.</p>	<p align="center">N/A</p>
<p>Pesticide Safety Education Program (PSEP) PSEP offers the following classes: - New Pesticide Applicator Training - Trained Serviceperson & Safety Training - Wood-Destroying Insect Inspection Training - Mosquito/Vector Control Equipment Calibration & New Pesticide Applicator Training Commercial and/or Private Pesticide Applicator Recertification Conferences are also offered. Notification of our training events are posted on the PSEP website (http://pested.osu.edu/educatorrecert.htm) and through the Ohio Department of Agriculture (ODA).</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contacts: Renee Shetlar, or Jennifer Hill Phone: 614-292-7541, or 614-688-5414 Email: shetlar.2@osu.edu</p>	<p align="center">No.</p>	<p>Yes. Registration forms are required and are available from 3 sources: PSEP office, PSEP website and ODA. Payment must accompany the registration forms and made payable to The Ohio State University - payment and forms must be emailed to the attention of Renee Shetlar at the PSEP office. PSEP will forward the registration information/forms to T&M Registration Services (contracted by PSEP to administer registrations) - DO NOT send any documentation directly to T & M. Forms can be attached to eRequest.</p>	<p>Confirmation of registration will be distributed by T & M; receipt of an eRequest payment is not provided directly from PSEP, but via the university's eReporting system.</p>	<p align="center">N/A</p>
<p>Physics Electromechanical Shop Custom electronics, helium leak detection for high vacuum systems, and other electromechanical fabrication services and support for research, facility, and instructional applications.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Richard (Kent) Ludwig Alternate: Phil Davids Phone: 614-292-8843 Alternate: 614-292-0207 Email: em_shop@physice.osu.edu</p>	<p>Only if person placing order requires it, we bill our actual hours on jobs and cannot offer or commit to a firm fixed price. Contact Richard (Kent) Ludwig.</p>	<p>. Yes, suitable design drawings, specifications, and other technical definitions are needed for fabrication of parts. Attach to eRequest. In the case of complex drawings, may need oversized prints in paper format to be delivered prior to start of work.</p>	<p>Receipts are not normally given, but can be custom made and submitted from the Physics Business Office or Shop staff when required.</p>	<p>Kick off meeting with shop to insure project parameters and timelines are understood.</p>
<p>Physics Machine Shop Custom machining, instrument making, and fabrication services for research, facility, and instructional applications.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: John (Pete) Gosser Alternate: Phil Davids Phone: 614-292-6363 Alternate: 614-292-0207 Email: machine_shop@physics.osu.edu</p>	<p>Only if person placing order requires it, we bill our actual hours on jobs and cannot offer or commit to a firm fixed price. Contact Pete Gosser.</p>	<p>Yes, suitable design drawings, specifications, and other technical definitions are needed for fabrication of parts. . Attach to eRequest. In the case of complex drawings, may need oversized prints in paper format to be delivered prior to start of work.</p>	<p>Receipts are not normally given, but can be custom made and submitted from the Physics Business Office or Shop staff when required.</p>	<p>Kick off meeting with shop to insure project parameters and timelines are understood.</p>
<p>Plant Microbe Genomics Facility The Plant Microbe Genomics Facility offers resources to study genomes from DNA sequence to protein activities and any organism's DNA, RNA or protein</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch Contact: Michael Zianni Phone: 614-247-6204 Email: pmgf@osu.edu</p>	<p align="center">No</p>	<p>Yes Additional forms are required, i.e. either an on line request (pmgf.biosci.ohio-state.edu) or a printed order from (pmgf.osu.edu) which are necessary to properly process samples.</p>	<p>Customer must request a receipt after the work is completed by sending an email to pmgf@osu.edu</p>	<p align="center">N/A</p>
<p>PRINTservices (Name has changed to HSL Medical Visuals)</p>	<p align="center">N/A</p>	<p align="center">N/A</p>	<p align="center">N/A</p>	<p align="center">N/A</p>	<p align="center">N/A</p>

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Public Safety - CCTV Licenses The Department of Public Safety—CCTV Licenses is the means to provide CCTV Licenses for the university's secure video network.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Su Au Arnold Phone: 614-292-6922 Email: au-arnold.1@osu.edu	Yes. Contact Phill Camick (camick.1@osu.edu) or call 614-292-5987.	Attach to eRequest.	Journal entry shall serve as receipt.	Attach to eRequest.
Public Safety—CCTV Network Shared Storage The Department of Public Safety—CCTV Network Storage is the means to provide shared storage cost for the university's secure video network.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Su Au Arnold Phone: 614-292-6922 Email: au-arnold.1@osu.edu	Yes. Contact Phill Camick (camick.1@osu.edu) or call 614-292-5987.	Attach to eRequest.	Journal entry shall serve as receipt.	N/A
Public Safety-Department of Background Check The Department of Public Safety provides background checks from BCI and the FBI and Fingerprint Cards as needed for licensure requirements for university business only.	Submit an approved eRequest with any additional documentation via email dispatch. Campus Address: 1212 Blankenship Hall / 901 Woody Hayes Drive / Columbus, Ohio 43210. Contact: Alyssa Newell Phone: 614-292-3585 Email: newell.80@osu.edu	No.	Additional forms are provided on site at the Department of Public Safety. Present them at the time of service/pick up at the Background Check Desk in Blankenship Hall.	Journal entry shall serve as receipt.	N/A
Public Safety-Security Alarm Account Services The Department of Public Safety-Security & Protective Services Division manages Alarm account services.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Su Au Arnold Phone: 614-292-6922 Email: au-arnold.1@osu.edu	Yes. Call Phil Camick @ 614-292-5987.	Yes, MOU & Alarm account sheet available from Su Au Arnold. Attach to eRequest.	Journal entry shall serve as receipt & Completed MOU sent to fiscal contact	N/A
Public Safety-Security ID Center The Department of Public Safety-Security & Protective Services ID Center provides ID to the university community for building access assignments.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Su Au Arnold Phone: 614-292-6922 Email: au-arnold.1@osu.edu	Not necessary, but if a quote is needed call or email Su Au Arnold at phone: 292-6922 or au-arnold.1@osu.edu.	Yes, there are forms available to departments to fill out and send with the person getting the ID or we have them available at the ID Center.	Journal entry shall serve as receipt.	N/A
Public Safety-Security Officer Services The Department of Public Safety-Security & Protective Services provides security personnel for OSU facilities or events as requested.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Su Au Arnold Phone: 614-292-6922 Email: au-arnold.1@osu.edu	Yes, Contact Ronald Balsear at 614-292-7677.	Attach quote to eRequest.	Journal entry shall serve as receipt.	N/A
Public Safety–Special Events The Department of Public Safety – Special Events Office provides police, security, medical and specialized public safety personnel to perform services such as crowd control, traffic control, overnight security, personnel protection, and medics for university events and special functions that occur on The Ohio State University campuses.	Submit an approved eRequest with any additional documentation via email dispatch. Contact the special events coordinator Carrie Jarka at jarka.1@osu.edu or call 614-688-3211. Email completed eRequest to Patty Tinney at tinney.1@osu.edu Contact: Patty Tinney Phone: 614-247-8221 Email: tinney.1@osu.edu	Available as requested.	None required, but if necessary, attach to eRequest.	Journal entry shall serve as receipt/Completed MOU sent to fiscal contact.	N/A
Radiology Research Center Adjunctive services involving imaging for research projects such as additional clinical measurements done by radiologists and additional time from technologists for research studies.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Kevin Crofoot Phone: 614-293-7338 Email: kevin.crofoot@osumc.edu	No.	No.	Invoice will be sent once work is completed.	N/A
Radiology -Wright Center - Biomedical Imaging Comprehensive imaging portfolio, data analysis, project planning/development, and consulting and training services	Submit an approved eRequest with any additional documentation via email dispatch Contact: Melanie Hughes Phone:614-293-9998 Email: office@wcbmi.org	No Contact Wright Center personnel that are on-site and/or contact office@wcbmi.org	No, but need detailed description of services being requested Attach to eRequest	An Invoice will be sent one the work is completed	N/A
Rec Sports Aquatics Rec Sports Aquatics provides training services or equipment for events, recreational teams, or students, staff, and faculty of the University.	Email Aquatic Department requesting pricing information, and/or an invoice and then submit an approved eRequest with any additional documentation via email dispatch. Contact: Chad Lowe Phone: 614-292-6834 Email: lowe.92@osu.edu	Yes, email attachment from Aquatic Department is sufficient. Contact Chad Lowe at lowe.92@osu.edu	No.	Contact Chad Lowe at lowe.92@osu.edu requesting a receipt.	Yes, email attachment from Aquatic Department is sufficient.

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<p>Rec Sports Fitness Outreach Rec Sports Fitness Outreach provides customized fitness programs & services to individuals or small groups either on or off campus. Massage therapy and fitness assessment sessions are available as well</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Event must be scheduled in advance by telephone, e-mail, or in person Contact: Brittany Crall Phone: 614-247-7632 Email: crall.26@osu.edu</p>	<p>Yes Contact Director of Fitness Programs & Services- Jenn Peters (peters.198) at 688-3636 for outreach area coordinator contact information</p>	<p>Yes, Release of Liability forms must be completed All necessary forms must be submitted by fax, e-mail or in person prior to scheduled event</p>	<p>Invoice and or receipt provided upon request</p>	<p>N/A</p>
<p>Rec Sports Intramurals Rec Sports Intramurals provides equipment for events or recreational team or events for students, staff, or faculty of the University.</p>	<p>Email Intramural Department requesting pricing information, and an invoice and then submit an approved eRequest with any additional documentation via email dispatch. Contact: Chad Lowe Phone: 614-292-6834 Email: lowe.92@osu.edu</p>	<p>Yes, email attachment from Intramural Department is sufficient. Contact Bonnie Hainline in IM Department at Hainline.11@osu.edu.</p>	<p>Yes, an invoice obtained from Rec Sports. Attach to eRequest.</p>	<p>Contact Chad Lowe at lowe.92@osu.edu requesting a receipt.</p>	<p>Yes, a copy of the invoice created by Rec Sports by contacting Bonnie Hainline at Hainline.11@osu.edu.</p>
<p>Rec Sports Marketing Services Rec Sports Marketing can provide videography, photography, graphic design, and other marketing services for special projects and events. This includes but is not limited to multimedia production, digital and print collateral, social media, advertising, and strategic planning.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Brittany Crall Phone: 614-247-7632 Email: crall.26@osu.edu</p>	<p>Preferred, not required. We would provide via email how long we think the project would take.</p>	<p>None required. Attach to eRequest.</p>	<p>You will see the charge on your financial statement.</p>	<p>N/A</p>
<p>Rec Sports Membership Sales & Relations Rec Sports offers monthly, quarterly and annual memberships to OSU faculty and staff</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Applications may be submitted online, e-mail, or in person Contact: Brittany Crall Phone: 614-247-7632 Email: crall.26@osu.edu</p>	<p>No</p>	<p>Yes, a membership application required Membership application should be submitted in advance but may accompany an eRequest</p>	<p>Please indicate need on eRequest</p>	<p>All new members must provide their full name, OSU ID number, date of birth and current contact information to include e-mail</p>
<p>Rec Sports Outdoor Adventure Center Rec Sports Outdoor Adventure Center provides groups with equipment rentals, clinics, customized trips as well as team-building and geocaching events</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Applications may be submitted online, e-mail, or in person Contact: Molly Ergezen Phone: 614-292-6513 Email: ergezen.1@osu.edu</p>	<p>Yes Contact Molly Ergezen.</p>	<p>No Any additional information should be supplied in advance by fax, e-mail or in person</p>	<p>Invoice and or receipt provided upon request</p>	<p>N/A</p>
<p>Rec Sports Space Rental Recreational Sports facilities offer an ideal and extremely flexible setting for many kinds of events: athletic competitions, recreational sporting events, meetings, lectures, and social gatherings</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. In a majority of cases, customer's go to our online request form, www.recsports.osu.edu/space-reservations/reserve-a-space to fill out the reservation request Contact: Andrew Jordan Phone: 614-247-2466 Email: jordan.430@osu.edu</p>	<p>Yes The customer receives a confirmation of the facility rental which contains a quote for the total costs. Both an e-mail copy of the confirmation and the signed hard copy are mailed to them</p>	<p>No</p>	<p>A copy of the invoice is e-mailed to the customer so that they know the final total of the rental</p>	<p>We would request that the customer includes either the reservation number or the facility and the dates that they are renting</p>
<p>Rec Sports Sponsorships Rec Sports is a multi-faceted department offering a wide variety of recreation facilities, programs and activities to promote health and wellness to all OSU students which makes it an effective conduit for other departments wanting to market their own programs and activities</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Executed Sponsorship Agreement Required Contact: Molly Ergezen Phone: 614-292-6513 Email: ergezen.1@osu.edu</p>	<p>No Contact Director of Business Sponsorships & Stewardships- Kristin Smith (smith.142) at 688-4619</p>	<p>Yes, a signed contract must be on file Original hard copy of a signed contract must be provided to department</p>	<p>Journal entry shall serve as receipt but a detailed invoice marked paid can be provided upon request</p>	<p>N/A</p>
<p>Schottenstein Center The Schottenstein Center, a multipurpose building, is located at the corner of Lane Avenue and Olentangy River Road and provides meeting room space, suite rentals and related activities.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch Contact: Karen Rickard Phone: 614-688-5351 Email: schott100w@buckeyes.ath.ohio-state.edu</p>	<p>A quote is not required. If one is desired, contact Julie Ressler at 688-3315.</p>	<p>No Any additional forms should be attached to eRequest</p>	<p>A receipt will be provided upon request</p>	<p>N/A</p>
<p>Security ID Processing ID Processing provides identification badges for Medical Center employees, students, vendors, contractors and volunteers, and conducts background checks on all employees.</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch, and hand-deliver eRequest to Rhodes Hall, 450 west 10th Ave., Rm S-128. Background checks/fingerprint requests are made in person. Contact: Nicole Lampeter Phone: 614-293-5738</p>	<p>No.</p>	<p>N/A</p>	<p>Security ID Processing Staff, at time of visit, will provide receipt</p>	<p>N/A</p>

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Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
Semiconductor Epitaxial & Analysis Lab (SEAL) SEAL offers MBE semiconductor growth and material processing equipment and services.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Mark Brenner Phone: 614-688-4568 Email: brenner.34@osu.edu	No. Quotes can be provided by SEAL staff.	No.	Contact SEAL staff.	N/A
Site License Software - OCIO A variety of public domain, bulk purchase, and site-licensed software to members of the OSU community. Software acquired on a site license is limited to distribution by the OCIO.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Customer Service Phone: 614-688-4357 Email: OCIO-dispatch@osu.edu Website: http://cio.osu.edu/services/	No. Varies depending on the services being requested	Attach to eRequest	Monthly statement/copy of work order	Based on the request, some software may require signed license agreements or physical media. A list of software titles including free downloads can be located at http://osusis.osu.edu
Sloopy's Diner @ The Ohio Union Experience a blast from the past in Sloopy's Diner. Catch all your breakfast favorites, diner-style classics, and sandwiches named for student leaders and alumni at almost any hour of the day in this 1950's-inspired diner	Submit an approved eRequest with any additional documentation via print dispatch. Orders are taken by a server at your table Contact: Patrick Ionno Phone: 614-292-9239 Email: diningservices@osu.edu	No	No	Customer is provided a receipt at the table	N/A
SPA/Student Personnel Assistantship Program, College of Education and Human Ecology The SPA (Student Personnel Assistantship) program links students majoring in the HESA program (Higher Education and Student Affairs) with funded assistantship opportunities at Ohio State and other institutions in central Ohio. Students hold assistantships in housing, admissions, academic affairs, student activities, multicultural programming, and career counseling—just to name a few. (http://ehe.osu.edu/educational-studies/hesa/)	Submit an approved eRequest with any additional documentation via email dispatch. Orders will generally be to pay for registration fees for events held sporadically. Currently, we are holding our SPA 65th Anniversary Celebration in October 2013. Once a PR is dispatched to us, we will process and IDB GL entry. Contact: Faith Haleem Phone: 614-292-5182 Email: spa@osu.edu	No. Pricing is available via the Web advertising a given event. Please contact the department Fiscal Officer at 292-5182 if necessary.	No, all pertinent information can be included in the eRequest.	We can create one if necessary; however, information about our event would be available on the Web, such as flyers and agendas.	N/A
Stable Isotope Biogeochemistry Lab - SIBL SIBL offers stable isotope ratio analysis using Isotope Ratio Mass Spectrometer coupled with Elemental Analyzer (13C and/or 15N) /Kiel III Automated Carbonate Device (13C and 18O)	Submit an approved eRequest with any additional documentation via email dispatch. Contacts: Yohei Matsui, or Dr. Andrea Grottoli Phone: 614-292-7415, or 614-292-2883 Emails: matsui.8@osu.edu, or grottoli.1@osu.edu	No, but will be provided upon request by email.	Attach quote (if required) to eRequest. Contact Yohei Matsui, or Dr. Andrea Grottoli with any questions.	Receipt will be emailed to client.	N/A
Stone Lab Established in 1895, Stone Laboratory is the oldest freshwater biological field station in the United States and the center of Ohio State University's teaching and research on Lake Erie. The lab serves as a base for more than 65 researchers from 12 agencies and academic institutions, all working year-round to solve the most pressing problems facing the Great Lakes	Submit an approved eRequest with any additional documentation via email dispatch. There is a registration form on web page: www.stonelab.osu.edu Contact: Kelly Dress Phone: 419-285-1800, or 5-1800 Email: internalstonelab@osu.edu	Yes After a phone call, a Stone Lab Contract will be sent	Yes, a Stone Lab Contract Attach to eRequest	A paid invoice will be mailed to end user after the IDB is processed and posted	N/A
Stores - Health System Only Should be used for Stores orders using Health System funds only. Orders can be will-call or delivery. If will-call, please bring copy of your approved eRequest. If using funds other than Health Systems, orders should be entered as PeopleSoft Requisitions.	Submit an approved eRequest via email dispatch. Contact: Stores Customer Service Center Phone: 614-292-2694 Email: stores@osu.edu	No.	No.	A packing slip will be included with your order at time of pick-up or delivery. Customers can also run the Inventory Billing Report (INB100) to identify specific purchases.	N/A
Stores- University Orders Processed via eStores Marketplace Stores is an Internal Vendor and because its products are managed within the Financial System, all University orders (i.e., non-Health System orders) MUST be processed through the eStores Marketplace tool	Once in eRequest, click on the eStores button. Change the view and select the OSU Stores Department Catalog. Search for your items and place them into your shopping cart. Review your order and confirm your checkout. You will return to the eRequest form to complete any additional fields and then submit it for further processing (approval and fulfillment).	No.	No.	A packing slip will be included with your order at time of pick-up or delivery. Customers can also run the Inventory Billing Report (INB100) to identify specific purchases.	N/A

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Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
Student Health Services The Wilce Student Health Center at The Ohio State University is a Joint Commission accredited outpatient facility providing a variety of health care services to the student population. All students enrolled at OSU are eligible to use the health service, regardless of health insurance coverage	Submit an approved eRequest with any additional documentation via email dispatch Contact: Christopher Page Phone: 614-292-6688 Email: page.258@osu.edu	Yes Selling department (ex. Pharmacy), patient advocate or students provide ordering department copy of their bill	No	Statements/reports/receipts are mailed to the vendor at time of service/payment or on a monthly basis when against blanket orders	Personal interactions sometimes required to complete orders
Student Wellness Center We will primarily be offering registration services to our university customers for events and conferences that we will be hosting.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Bryan Ashton Phone: 614-292-2524 Email: ashton.53@osu.edu	No. N/A	Yes, registration forms, which will be emailed to SWC..	Receipts can be issued, upon request, by the SWC/SL Fiscal.	N/A
Surplus Materials Disposal Offers transfers of used furniture and equipment to colleges and departments at no cost. Visit the warehouse located at 1165 Kinnear Rd. on Mondays, from 8 AM to 3:30 PM to view available items.	Submit an approved eRequest with any additional documentation via print dispatch. Submit eRequest in person when items are transferred. Contact: Michele Tiburzi Phone: 614-688-3545 Email: tiburzi.1@osu.edu General Information: Phone: 614-292-8733 Email: surplus@osu.edu	No.	None.	Available upon request.	N/A
Targeted Metabolomics Laboratory The Targeted Metabolomics Laboratory serves researchers through the detection and quantification of known small molecules from a biological source using state-of -the-art chromatographic and mass spectrometric instrumentation.	Orders are placed through the Targeted Metabolomics Laboratory website. Submit an approved eRequest with any additional documentation via email dispatch. Contact: Jean Christophe Cocuron Phone: 614-292-8068 Email: targetmetabo@osu.edu	Not necessary, but contact Jean Christophe Cocuron (Manager of TML at targetmetabo@osu.edu.	None required, but attach to eRequest.	The order form will serve as a receipt.	N/A
Telephone & Network Services - OCIO Services include Audio Conferencing, Contact Center solutions, Cellular, Telephone services, Wiring, Directory Assistance, OSUNet, OSUWireless, and VPN services.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Customer Service Phone: 614-688-4357 Email: OCIO-dispatch@osu.edu Website: http://cio.osu.edu/services/	No. Varies depending on the services being requested	Attach to eRequest	Monthly statement/copy of work order	Based on the request, a site survey may be required to produce cost estimates and timelines. Cellular pricing will vary depending on service provider and plans.
Terra Byte Café @ Sci & Eng Library (Campus Grind) Take a study break at Terra Byte Café, where fresh sandwiches, yogurt parfaits, muffins, hummus, edamame, salads, coffee, and more is the simple fare to fuel your day	Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed at the register Contact: Kathy Grant Phone: 614-247-8466 Email: catering@studentlife.osu.edu	No	No	Customer is provided a receipt at the Register at the time of sale	N/A
Tickets - InterACT The InterACT Theatre Project for Social Change is a collaborative project co-sponsored by the Department of Theatre and University Center for the Advancement of Teaching at The Ohio State University.	Submit an approved eRequest with quote attached via email dispatch. Contact: Savenda Fulton Phone: 614-292-5080 Email: fulton.82@osu.edu	Yes. Email InterACT Coordinator, Robin Post, to discuss availability and specific needs. Contact: Robin Post Phone: 614-292-0834 Email: post.68@osu.edu	No.	Upon request, from the InterACT Coordinator.	N/A
Theatre - Rentals The Department of Theatre has two venues available for rent: Thurber Theatre (600 seat proscenium theatre) and Roy Bowen Theatre (250 seat thrust theatre).	Submit an approved eRequest with quote attached via email dispatch. Contact: Rachel Barnes Phone: 614-292-7258 Email: barnes.209@osu.edu	Yes. Email Rental Coordinator, Matthew Hazard, to discuss theatre availability and specific rental needs. Contact: Matthew Hazard Phone: 614-292-4610 Email: hazard.4@osu.edu	No.	Upon request, from the InterACT Coordinator.	N/A

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Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
<p>Theatre - Tickets The Department of Theatre presents new performance work and productions of classic, modern and contemporary texts.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Call or email the OSU Theatre Box Office Manager to confirm ticket availability, prices and to reserve tickets. Contact: Rachel Barnes Phone: 614-292-7258 Email: barnes.209@osu.edu</p>	<p align="center">No</p>	<p align="center">Yes. Event name, date, time, number of tickets and name for ticket pick up.</p>	<p align="center">Upon request, from the Box Office Manager.</p>	<p align="center">N/A</p>
<p>The Union Market @ The Ohio Union The heart of OSU resides here. The "U" offers an extensive selection of menu items at one of four stations, in addition to grab 'n go items</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Pick up food selections at the station of your choice Contact: Patrick Ionno Phone: 614-292-9239 Email: ionno.2@osu.edu</p>	<p align="center">No</p>	<p align="center">No</p>	<p align="center">Customer is provided a receipt at the Register at the time of sale</p>	<p align="center">N/A</p>
<p>Trainee Research Day Research Day is an annual event featuring the biomedical research of trainees within the OSU Medical Center. This group includes graduate, undergraduate, medical and MD/PhD students of the OSU College of Medicine, as well as postdoctoral fellows and researchers and clinical residents and fellows.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Bianca MaArrell Phone: 614-292-2683 Email: ResearchDay@osumc.edu</p>	<p align="center">No, this is a donation.</p>	<p align="center">N/A</p>	<p align="center">A receipt can be obtained from the Office of Medical Student Research Education.</p>	<p align="center">The name of your contact person.</p>
<p>Transcribe OSU Provides low cost transcription of pre-recorded video and audio to the university community.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch, and by contacting us through a general purpose email address (transcribeosu@gmail.com). Contact: Ken Petri Phone: 614-292-1760 Email: petri.1@osu.edu</p>	<p align="center">Yes, by making a request via our email address.</p>	<p align="center">Yes. eRequest will be used only for approval and payment. The client fills in a form via a web-based request form. A quote is issued. We request payment. Work begins.</p>	<p align="center">None is given. The processed eRequest is the client's receipt.</p>	<p>They will be handled entirely separately; however, we can put the hours of service purchased on the eRequest form itself. Detailed information of our current process is here: http://go.osu.edu/transcribe</p>
<p>TTM - CABS Advertising</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Mary Akanni Phone: 614-292-7965 Email: 100WCUSTOMERCARE@osu.edu</p>	<p align="center">No.</p>	<p align="center">Yes. CABS advertising application required prior to eRequest submission.</p>	<p align="center">Contact Dontae Jones at 614-688-5717.</p>	<p align="center">N/A</p>
<p>TTM - Charter Bus Our modern, clean, diverse fleet of charter vehicles makes us your one-stop-shop for your travel needs. Whether you need a shuttle to the airport, transportation to an important meeting, paratransit transportation, or long distance/out-of-town transportation, we have the right vehicle for your needs</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch Contact: Jason Hanely Phone: 614-247-7013 Email: charterbus@osu.edu www.tp.osu.edu</p>	<p align="center">No Email (charterbus@osu.edu), phone (614-247-7013) or on web page: www.tp.osu.edu</p>	<p align="center">Yes. A signed contract/reservation confirmation must be attached to the eRequest.</p>	<p align="center">email (charterbus@osu.edu), phone (614-247-7013)</p>	
<p>TTM - Equipment Some departments require the use of gate openers, mobile lighting, signage or traffic control equipment.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch Contact: Shannon Dillman Phone: 614-292-1660 Email: dillman.10@osu.edu</p>	<p align="center">No. Contact Shannon Dillman at dillman.10@osu.edu or phone 614-292-1660.</p>	<p align="center">No.</p>	<p align="center">Your eRequest is your documentation.</p>	<p align="center">N/A</p>
<p>TTM - Temporary Space Usage Some departments require the use of parking spaces to be blocked or closed short-term or long-term.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch Contact: Alex Wright Phone: 614-292-0972 Email: wright.942@osu.edu</p>	<p align="center">No.</p>	<p align="center">N/A</p>	<p align="center">Your eRequest is your documentation.</p>	<p align="center">Parking space usage must be arranged for in advance and pre-approved.</p>
<p>TTM - Vehicle Rental Transportation & Parking Services rents vehicles to University departments, affiliated clubs, and affiliated organizations for official university business use.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Request on line at www.tp.osu.edu website under Vehicle Rental Contact: Phillipa Davis Phone: 614-292-9112 Email: mpool-cbusinfo@osu.edu</p>	<p align="center">No Call 614-292-9112 for an e-mail regarding cost of the vehicle</p>	<p>Yes, Clubs/Organizations need a check and advisor letter stating that they are able to rent a vehicle from Motorpool. We request on confirmation that Travel Request or approved eRequest be faxed to us</p>	<p>Once a trip has been completed, an invoice is then sent by our fiscal office. If the customer needs a receipt before billing has been processed through fiscal, the customer can give Motorpool a call and we can fax or email a final copy of the contract</p>	<p align="center">N/A</p>

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<p align="center">TTM - Vehicle Repair University vehicle repairs and maintenance.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Vehicles are usually towed in due to breakdown, or by scheduled maintenance. Contact: Laura Castricone Phone: 614-551-1398 or 614-292-6195 Email: tp-vehiclerepair@busfin.osu.edu	<p align="center">Yes. Via email from T&P to the customer.</p>	<p align="center">Yes. Copy of quote is preferred and can be attached to the eRequest.</p>	<p align="center">Emailed or given to the customer upon picking up vehicle(s).</p>	Once the customer has submitted a request on line and the vendor states that the vehicle is available, we send the customer a confirmation. The confirmation tells the customer the Date, Time, Destination and Size of vehicle that was requested. It also tells them the address where to pick-up the vehicle and when payment is due
<p align="center">Undergraduate Admissions & First Year Experience Undergraduate Admissions & First Year Experience (UAFYE) provides conferences, campus tours, and a variety of other services.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact: David Parker Phone: 614-247-4726 Email: fiscal@esue.ohio-state.edu	<p align="center">No.</p>	<p align="center">No.</p>	<p align="center">Journal entry will serve as receipt.</p>	<p align="center">N/A</p>
<p align="center">UniPrint - Printing/Copying UniPrint - Managed Print Services UniPrint - Microscope UniPrint - Addressing UniPrint offers a wide range of printing and copying services: including offset and digital printing, binding, wide format posters, addressing services and more.</p>	Submit an approved eRequest with a valid estimate via email dispatch. Contact: Jim Strapp Phone: 614-292-3450 Email: uniprintcustserv@osu.edu Actual files to print and address lists should be emailed separately to: uniprintcustserv@osu.edu	<p align="center">Yes Email details of request to uniprintcustserv@osu.edu</p>	<p align="center">Yes, Quote number and pdf of the quote attached to eRequest.</p>	<p align="center">A receipt can be obtained through our homepage at: uniprint.osu.edu. Each month's activity is available after the second week of each subsequent month and as far back as one calendar year from the current month.</p>	<p align="center">Please indicate if the order is for stationery, business cards or other online template products and will be completed solely through the online templates.</p>
<p align="center">University Archives Provides photocopies or digital reproductions of archived photos and documents pertaining to the University</p>	Submit an approved eRequest with any additional documentation via either email or print dispatch. Contact: Michelle Drobnik Phone: 614-292-1767, or 614-292-2409 Email: Archives@osu.edu Photograph orders are placed by contacting the Photo Archives at 292-1767. Manuscript orders are placed by contacting the Manuscripts Reference room at 292-2409.	<p align="center">No. If requested, the Archives staff will compile the number of photographs or photocopies requested and provide a quote.</p>	<p align="center">Yes, a patron registration form is required. The form can be found at http://library.osu.edu/documents/university-archives/Photographic_Use_application.pdf As attachment to eRequest, or by fax or email.</p>	<p align="center">The Archives staff can provide a receipt if requested.</p>	<p align="center">N/A</p>
<p align="center">University Career Services Committee University Career Services Committee provides support for the Grad Expo and University Career Services Community Annual Speaker event each year.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Ana Berrios Phone: 614-292-4789 Email: berrios.7@osu.edu	<p align="center">No. If required, contact Ana Berrios by phone or email.</p>	<p align="center">Yes. Please complete the online-registration form at http://careerconnection.osu.edu/gradexpo/gradform.asp</p>	<p align="center">Once the eRequest is submitted and forwarded to the department, a receipt will be sent by Ana.</p>	<p align="center">Names of attending members.</p>
<p align="center">University Libraries Events and Room Rentals Providing room rentals to the University community.</p>	Submit an approved eRequest with any additional documentation via email or print dispatch. Also must complete the Rental Request Form at: http://library.osu.edu/about/locations/thompson-library/room-rental/ Contact: Shannon Niemeyer Phone: 614-292-5435 Email: libevents@osu.edu	<p align="center">Yes. Customer will receive a quote after completing the Rental Request Form.</p>	<p align="center">The signed rental agreement can be emailed with the eRequest, or faxed separately. A signed rental agreement is also required.</p>	<p align="center">The completed rental form and agreement can serve as a receipt; we perform an IDB monthly to charge the department.</p>	<p align="center">N/A</p>
<p align="center">University Libraries Miscellaneous</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Heidi Kovach Phone: 614-247-7972 Email: kovach.148@osu.edu	<p align="center">No.</p>	<p align="center">Attach any additional documentation to eRequest.</p>	<p align="center">Journal entry will serve as receipt.</p>	<p align="center">N/A</p>
<p align="center">University Marketing Communications University Marketing Communications offers a complete range of professional print and web design, editorial services, and full-service photography.</p>	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Jeanine Crossmon Phone: 614-292-4272 Email: crossmon.1@osu.edu	<p align="center">No, but quotes are available on request.</p>	<p align="center">Additional forms should be faxed to 292-2387. The person initiating the request needs to provide his/her telephone number, fax number, and email address.</p>	<p align="center">Upon request, a paid receipt will be emailed to the contact listed on the eRequest.</p>	<p align="center">N/A</p>

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<p>University Press OSU Press sells scholarly books and subscriptions to scholarly journals.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Phone call or email to OSU Press. Contact Kathy Edwards 292-3692 or Laurie Avery 292-1462. Contact: Kathy Edwards Phone: 614-292-3692 Email: info@osupress.org</p>	<p>No. Contact Kathy Edwards or Laurie Avery.</p>	<p>No. Attach to eRequest.</p>	<p>Contact Kathy Edwards or Laurie Avery.</p>	<p>N/A</p>
<p>University Reference Labs Laboratory Testing</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contacts: Thom Smith and Scott Shaffer Phone: 614-293-9291 and 614 293-9292 Email: Thom.Smith@osumc.edu and Scott.Shaffer@osumc.edu</p>	<p>No.</p>	<p>No.</p>	<p>Contact Thom Smith or Scott Shaffer.</p>	<p>N/A</p>
<p>USAC Table rentals for Hidden Benefits Fair.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch and contact USAC for further information and quote. Contact: Peggy Smith Phone: 614-688-5594 Email: USAC@hr.osu.edu</p>	<p>Yes. Contact USAC for quote.</p>	<p>No.</p>	<p>Journal entry will serve as receipt. Contact USAC if further documentation required.</p>	<p>N/A</p>
<p>Vet Biosciences Biacore The Biacore 3000 is an instrument used to record molecular interactions.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Yoni Hoepf Phone: 614-292-5661 Email: hoepf.1@osu.edu</p>	<p>No. Call Toni Koepf.</p>	<p>No.</p>	<p>An invoice will be sent to customer.</p>	<p>N/A</p>
<p>Vet Biosciences Flow Cytometry BD FACS Calibur for Flow Cytometry and the Leica TCS SP2 Confocal Microscope</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Toni Hoepf Phone: 614-292-9716 Email: hoepf.1@osu.edu</p>	<p>No. Contact Toni Hoepf for hourly rate.</p>	<p>No.</p>	<p>An invoice will be sent to the user.</p>	<p>Fill out log book with date and time of usage. Billing is monthly.</p>
<p>Vet Biosciences - PCR Core The College of Veterinary Medicine PCR Core offers instrumentation for real time (Roche LightCycle 480) and standard (MJ Tetrad) polymerase chain reaction. In addition, the Core provides an AutoMACS (Miltenyi) for magnetic cell separation work.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Yaoling Shu Phone: 614-688-4211 Email: shu.14@osu.edu</p>	<p>No. Contact Yaoling Shu for hourly rate.</p>	<p>No.</p>	<p>An invoice will be sent to the user/customer.</p>	<p>N/A</p>
<p>Vet Med Campus Grind Conveniently located in high traffic study areas for a light meal, an in-between snack, or a Starbucks treat for the coffee aficionado, our Campus Grind bakery-cafes will delight you with an impressive range of espressos, café lattes, or a plain great cup of coffee to go, alongside freshly made sandwiches and pastries</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed at the register Contact: Kathy Grant Phone: 614-247-8466 Email: catering@studentlife.osu.edu</p>	<p>No</p>	<p>No</p>	<p>Customer is provided a receipt at the Register at the time of sale</p>	<p>N/A</p>
<p>Veterinary Medical Center – Central Supply Central supply provides medical supplies for Veterinary Medical Center and College of Veterinary Medicine.</p>	<p>Submit an approved eRequest to Rick Teasley, with any additional documentation via email dispatch. Orders must be picked up at Central Supply - no deliveries. Contact: Rick Teasley Phone: 614-292-6975 Email: Rick.teasley@cvm.osu.edu</p>	<p>Yes. University customers can email Rick on item details; Rick will email customer back with price and availability.</p>	<p>No.</p>	<p>Receipt will be provided with order pick-up.</p>	<p>Make quote/order as specific as possible. Any central supply order needs to be under supervision of a veterinarian or physician.</p>
<p>Veterinary Medical Center – Clinical Laboratory Clinical Lab provides variance laboratory services.</p>	<p>Submit an approved eRequest to Veterinary Medical Center - Clinical Lab, with any additional documentation via email dispatch. Contact: Jana Fletcher Phone: 614- 292-7951 Email: Vmc-clinicallab@cvm.osu.edu</p>	<p>Yes. University customers can call or email Clinical Lab on specific lab works.</p>	<p>No.</p>	<p>A copy of eRequest.</p>	<p>Yes, a description of service needed.</p>

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Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?	How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
Veterinary Medical Center- Diagnostic Microbiology The Diagnostic Microbiology laboratory provides diagnostic bacteriology services and facilitates other infectious disease testing with reference laboratories. Samples from animals and certain environmental sources may be submitted. No samples from humans are acceptable.	Submit an approved eRequest with any additional documentation via email dispatch. Samples are dropped off to the laboratory for processing. Contact: Nancy Martin Phone: 614-292-7956 Email: Nancy.martin@cvm.osu.edu	Yes. Contact Nancy Martin (292-7956) or Dr. Joshua Daniels (247-1725).	No.	Contact Nancy Martin.	Yes, depending on sample type –you will be prompted for this info at time of quote
Veterinary Medical Center – Food Animal Food & Farm Animal Service at the Veterinary Medical Center at Ohio State provides complete specialty patient care services.	Submit an approved eRequest with any additional documentation via email dispatch. University customers should email or call for pricing and scheduling then submit an eRequest with pertinent and complete information. Contact: Lorie Kipp Phone: 614-292-6661 Email: FoodAnimal@cvm.osu.edu	Yes, recommended. University customers can email FoodAnimal@cvm.osu.edu or call with request details; The Food Animal Office will email or call customers back with the price and availability.	No.	A copy of original order form or request our office to send you a receipt copy. Please ask.	Make quote/order as specific as possible. Any Food Animal order needs to be under supervision of a physician or veterinarian.
Veterinary Medical Center - Pharmacy Provide pharmaceuticals within Ohio Drug Laws	Submit an approved eRequest to the Veterinary Medical Center-Pharmacy, with any additional documentation via email dispatch. Orders must be picked up at the pharmacy - no deliveries. Contact: Andrew Whicker Phone: 614-292-1010 Email: Vmc-pharmacy@cvm.osu.edu	No, but university customers can call or email pharmacy.	Yes. Pysically signed PDF eRequest.	Receipt will be provided with order pick-up.	N/A
Veterinary Medical Center - Radiology/Imaging The Diagnostic Imaging Service at the Veterinary Medical Center at Ohio State provides complete diagnostic imaging services (radiology).	Submit an approved eRequest with any additional documentation via email dispatch. University customers should email or call for pricing and scheduling then submit an erequest with pertinent and complete information. Contact: Julie Morris Phone: 614-292-1040 Email: Radiology@cvm.osu.edu	Yes. University customers can email Radiology@cvm.osu.edu or call with request details. The Radiology department will email or call customers back with the price and availability.	No.	A copy of original order form.	Make quote/order as specific as possible. Any Diagnostic Imaging order needs to be under supervision of a physician or veterinary.
Veterinary Med Center – Radiation Oncology The Radiation Oncology Service at the Veterinary Medical Center at Ohio State provides radiation therapy for a variety of tumor types in both large and small animal patients.	Submit an approved eRequest with any additional documentation via email dispatch. University customers should email or call for pricing and scheduling then submit an eRequest with pertinent and complete information. Contact: Dr. Eric Green Phone: 614-292-1040 Email: OSUVETRadiationOncology@cvm.osu.edu	Yes. University customers can email OSUVETRadiationOncology@cvm.osu.edu or call with request details. The Radiation Oncology department will email or call customers back with the price and availability.	No.	A copy of original order form.	? Make quote/order as specific as possible. Any Diagnostic Imaging order needs to be under supervision of a physician or veterinarian.
Veterinary Medicine - Biomedical Media Biomedical media produces high quality poster printing at \$5.00 per sq. ft. based on 36" or 44" paper.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Marc Hardman Phone: 614-247-6943 Email: hardman.16@osu.edu	No. If desired, contact Marc Hardman by phone or email.	No.	Receipts are available upon an email request.	N/A
Video Services - OCIO Services include Cable Television, Broadcast transmission, Satellite downlink, and Video Conferencing.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Customer Service Phone: 614-688-4357 Email: OCIO-dispatch@osu.edu Website: http://cio.osu.edu/services/	No. Varies depending on the services being requested	Attach to eRequest	Monthly statement/copy of work order	Video conference rooms may require scheduling in advance. CATV not available in all locations.

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<p>Walter E. Dennis Learning Center The Walter E. Dennis Learning Center: <input type="checkbox"/> Provides academic learning services and support to OSU students through courses, workshops and appointments. <input type="checkbox"/> Assists in the development of study skills, time management, test-taking strategies, learning from text, note-taking, and self-regulation strategies.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Contact: Faith Haleem Phone: 614-292-5182 Email: haleem.2@osu.edu</p>	<p>Yes. Walter E. Dennis Learning Center (WEDLC) receives requests for services through an online workshop request form. WEDLC Outreach Coordinator will follow up with online and direct requests for services and will communicate service fees and issue a quote for requested approved services. http://dennislearningcenter.osu.edu/</p>	<p>Yes. A quote generated by WEDLC is to be attached to eRequests when processed. eRequest approval is the signing authority which will be required in order to process an IDB in the PeopleSoft Financial System.</p>	<p>A copy of the IDB number will be uploaded into the original eRequest so that the initiator as well as approvers have access to the eRequest and IDB.</p>	<p>N/A</p>
<p>Wexner Center Bookstore The Wexner Bookstore offers contemporary art books, jewelry, gifts, and Apple computers and supplies</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Customers should call to see if merchandise is available in the Bookstore Contact: Matt Reber Phone: 614-292-1807 Email: mreber@wexarts.org</p>	<p>No</p>	<p>No A copy of the eRequest will be presented at the time of sale in the store</p>	<p>The Wexner Bookstore prints a point of sale receipt of the goods purchased with the eRequest</p>	<p>N/A</p>
<p>Wexner Center Facility Rentals The Wexner Center offers 5 areas for accommodations to the public and OSU Departments: Wexner F/V Theatre, Wexner Performance Space, Wexner Café, Mershon Atrium and Mershon Auditorium. Lectures, meetings, dinners, shows, movies, fairs, special events, student events are available</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Patrons make arrangements with Facility Rental Manager for events over the phone and on-site Contact: Claudia Bonham Phone: 614-292-4403 Email: cbonham@wexarts.org</p>	<p>Yes Facility Manager provides a reservation form to the client prior to event to confirm booking</p>	<p>No</p>	<p>Wexner Facility Rentals sends an invoice to the OSU Department after the event for final billing to be transferred by the Wexner Business Office IDB/JRNL</p>	<p>N/A</p>
<p>Wexner Center Marketing & Design The Wexner Center Marketing & Design offers projects of isolated advertising, public relations, printing, publishing, and outreach services for OSU Departments surrounding OSU and or Wexner.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Customers work with Marketing & team for product specifications on going throughout the project. Contact: Sylke Krell, Project Manager Contact: Kevin Hathaway (Billing) Phone: 614-688-3411 Email: hathaway.3@osu.edu</p>	<p>Optional. Use Marketing & Design's Project Sheet as quotes.</p>	<p>Marketing & Design Work Order to be attached to eRequest.</p>	<p>Wexner Marketing Project Manager, Sylke Krell sends notification email or Marketing Work Order to the OSU Department. Transfer is completed by the Wexner Business Office IDB/JRNL Kevin Hathaway 2-0212.</p>	<p>N/A</p>
<p>Wexner Center Technical Service The Wexner Center provides offers technical support for audio, visual, sensory, and computer support/supplies for areas at the Wexner Center and OSU Departments surrounding theatrical and art performances, lectures, meetings, dinners, shows, movies, fairs, special events, student events and so forth.</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Customers make arrangements with Wexner Technical Service Managers for installation and or supply of technical support over the phone and/or on site. Contact: John Smith (Service) Contact: Kevin Hathaway (Billing) Phone: 614-292-0212 Email: hathaway.3@osu.edu</p>	<p>No. Technical Service cost information can be given to the customer prior to event/service or supply</p>	<p>Technical Service WorkOrder to be attached to eRequest.</p>	<p>Wexner Technical Services Manger sends notification email or Tech Service Work Order to the OSU Department for final billing. Transfer is completed by the Wexner Business Office IDB/JRNL Kevin Hathaway 2-0212.</p>	<p>N/A</p>
<p>Wexner Center Ticket Office Patrons purchase tickets for the Wexner Center Events at the Wexner Ticket Office for various programming. OSU Departments can email copies of eRequests to Mark Spurgeon fir Will Call or Ticket Holds, but this is an anomaly-rarely occurs</p>	<p>Submit an approved eRequest with any additional documentation via print dispatch. Patrons purchase tickets on site at the Wexner Center Ticket Office Contact: Mark Spurgeon Phone: 614-292-7279 Email: mspurgeon@wexarts.org</p>	<p>No Wexner staff can provide ticket prices, availability over the phone - tickets are purchased on location</p>	<p>No</p>	<p>Wexner Ticket Office can provide a receipt from the Ticket Stub or on site</p>	<p>N/A</p>
<p>WiredOut, The Tech Store @ OSU WiredOut is the OSU campus computer store. Get software and hardware at or below academic discounted pricing. We work with students, faculty and staff for personal and departmental orders. A variety of Apple, Dell and HP hardware is available including laptops, iPads, netbooks, desktops, accessories and add-ons. A variety of software is available including Microsoft, Adobe, EndNote/Reference Manager and more. WiredOut is located in the Central Classroom Building, between Ohio Stadium and the Numbers Garden</p>	<p>Submit an approved eRequest with any additional documentation via email dispatch. Quote requests can be obtained by e-mailing wiredout.osu.edu or by calling 614-292-8883. P-cards accepted. WiredOut is a physical store you can visit and browse. Let us know what you need, and our staff will guide you through the best options for you and your staff Contact: Chris Helman Phone: 614-292-8883 Email: wiredout@osu.edu</p>	<p>No. Contact WiredOut at wiredout@osu.edu, or by calling 614-292-8883.</p>	<p>Yes, an OSU (BuckID) or Med Center ID is required</p>	<p>A receipt will be given in store at the time of purchase</p>	<p>N/A</p>

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Woody's Tavern @ The Ohio Union In honor of our legendary Coach, Woody's Tavern showcases pizza, Ohio's finest beer and wine, popcorn and good old-fashioned root beer. If the six foot high pizza oven alone doesn't make it the campus hot spot, it's DJ booth and timeless charm of a brasserie will.	Submit an approved eRequest with any additional documentation via print dispatch. Orders are placed at the register Contact: Patrick Ionno Phone: 614-292-9239 Email: ionno.2@osu.edu	No	No	Customer is provided a receipt at the Register at the time of sale	N/A
WOSU Membership Donations made with university funds on behalf of or in memoriam of individuals.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Adam Keller Phone: 614-688-7446 Email: business@wosu.org	Yes, available on request via email.	Member/Donor information and desired development fund; submit via email.	Invoice emailed upon IDB entry.	N/A
WOSU Radio Production Services Full capacity radio production services from audio productions to studio rental.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Adam Keller Phone: 614-688-7446 Email: business@wosu.org	Yes, and is available via email upon request.	Attach quote to eRequest, along with contact name and email.	Invoice is emailed upon IDB entry.	N/A
WOSU TV Production Services Full capacity TV production services from video productions to studio rental or tower rental.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Adam Keller Phone: 614-688-7446 Email: business@wosu.org	Yes, and is available via email upon request.	Attach quote to eRequest, along with contact name and email.	Invoice is emailed upon IDB entry.	N/A
WOSU Underwriting/Advertising Sponsorship or advertising of any WOSU program, web, or in member magazine.	Submit an approved eRequest with any additional documentation via email dispatch. Contact: Adam Keller Phone: 614-688-7446 Email: business@wosu.org	Yes, and is available via email upon request.	Attach quote to eRequest, along with contact name and email.	Invoice is emailed upon IDB entry.	N/A