

Lab Purchasing Instructions

Here's what to do if your research team needs additional materials to build or maintain a lab apparatus. **Before submitting an order, double check the lab and ask a Research Advisor to make sure that the lab does not currently have the parts you need!**

Step-by-step guide

1. [Use McMaster-Carr to locate the items you need.](#)
 - a. If you can't find the items through McMaster-Carr look for your items through other [Cornell Suppliers](#).
2. Send an email to Casey (cc2623@cornell.edu), in the email clearly state the purpose of the purchase and also **confirm that there are no alternatives** available in the lab.
 - a. Provide a link to the McMaster-Carr items with a description of the product and include the catalog number, quantity, and cost per item.
 - b. **If the purchase total is over \$50**, include Monroe (mw24@cornell.edu) for approval.
3. Check-in with Casey if you haven't received a confirmation of your order.