Change in Stores 100W Policy

Dear Customers,

Beginning this fall, Stores will begin phasing-out the acceptance of paper 100Ws for orders placed through University departments. This is an important and necessary step toward compliance with internal controls; specifically, ensuring that appropriate electronic approvals are associated with each order.

Please know that we are committed to working with you through this transition period.

<table>
<thead>
<tr>
<th>Orders Placed through University Departments</th>
<th>Orders Placed through Research Foundation or Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September 1, 2007:</strong> Stores staff will begin entering the paper 100Ws we receive into PeopleSoft. These orders will then follow the established workflow in your area. We will not be able to fill your orders until electronic approval has been received.</td>
<td></td>
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<tr>
<td><strong>January 1, 2008:</strong> Stores will no longer accept paper 100W’s from University departments. All orders must be placed online via PeopleSoft.</td>
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<tr>
<td><strong>The ordering process for Sponsored Programs administered through the Research Foundation and orders generated in the Medical Center will not change</strong> unless ordering liquid nitrogen or dry ice via a standing order with Stores.</td>
<td></td>
</tr>
</tbody>
</table>

**Changes affecting 100W Standing Orders for Liquid Nitrogen & Dry Ice**

Standing orders for liquid nitrogen and dry ice will need to have an approved Stores Service Agreement on file.

“As Needed” or exceptions to delivery requirements for a Service Agreement must be requested on a Service Agreement Release Form. Additional specifics include:

- **Dry Ice:** Cancellations or additions must be made by 1:30 p.m. the business day prior to delivery. Additions to the quantity stated in the Service Agreement require submitting an approved Service Agreement Release form (similar to a Blanket PO release form) by the time stated.

- **Liquid Nitrogen:** Any cancellations or additions must be made by 4:30 p.m. the business day prior to delivery. Additions to the quantity stated in the Service Agreement require submitting an approved Service Agreement Release form by the time stated.

**Have questions? Need help? Contact our service center.**

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http://osustores.osu.edu

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