

Creating a FAST Ticket for Purchases

Using Email

You can make a ticket by sending an email to fast@wid.wisc.edu. Please use your wisc.edu email.

Providing information

Hello, we need the following items: 2 packs of laser pointer batteries

<https://www.amazon.com/Pack-LR44-Laser-Pointer-Batteries/dp/B000QACZSY>

PI: Handelsman

Funding: Worktag = one of the following (GR0000xxxx, GF0000xxxx, PG0000xxxx, PJ0000xxxx)

Business purpose: Replacement batteries for laser pointer used in presentations.

Delivery Address: 330 N. Orchard street, Rm 3112

Purchase amount: \$ 7.16

Login Information: Amazon WID account

Using the website

You can also make a ticket by going to the website fast.wid.wisc.edu.

Providing information

New issue

Subject * **Laser Pointer Batteries Replacement**

Description

- A link to the item(s) you want to purchase or the invoice that you want to pay with relevant payment directions
- The business purpose: A sentence to explain what and why you are purchasing, should be easily understood by someone not familiar with your research. (example: Item X for doing Y in Lab Z)
- The address or room number of Discovery Building you want the item delivered to
- Necessary login information to the website

Status * **New**

Priority * **Normal**

Assignee

Funding String * **Change Me - Funding**

Purchase Amount **\$ 7.16**

Files **Choose Files** No file chosen (Maximum size: 5 MB)

Watchers

☐ Andrew Majer	☐ Becky Strich	☐ Beth Misco
☐ Derek Cooper	☐ Drew Gardner	☐ ET Un Owned
☐ Janine Gunley	☐ Michelle Craft	☐ Polin Adair
☐ Pointer Pointer	☐ WID Un Owned	

[Search for watchers to add](#)

Create Create and continue

Click here when you're done!

If you are making the ticket on the website, you don't have to change the Status.

If you are using a vendor that we haven't used before, please keep in mind that it may take up to two weeks to get a tax exemption. If the items are urgent, we can try different vendors who already have our tax-exempt form.

Once we place the order, the status of the ticket will change to "paid" or "ordered" and you will get an email. You'll also see the day we expect to receive the supplies, and we will attach a copy of any documentation for the order to the ticket.

When you do receive the supplies, please let us know and we'll update the ticket again. We also make sure that the purchase posts to the appropriate funding source and note that in the ticket as well.

We generally purchase items within 24 hours. If you need something to be purchased urgently, there is an "urgent" flag under Priority on the website interface. If you send an email, put Urgent in the subject line.