

PRQ Checklist Desktop Tool

- **Vendor Information**
- **Funding**
- **Delivery Address if applicable**
- **PI/Department Chair Approval**
- **UBM-I Approval**
- **Department Agreement if applicable**
- **Quotes if applicable**
- **Invoice if applicable**
- **Receipts/Maps if applicable**
- **Letter of Invitation if applicable**
- **Other Documentation**

**This does not need to be sent to the service account. This is simply a tool to use at your desktop. 😊*