RAD Lab
Administrative Resources

Purchase Requests-Computer Supplies, Office Supplies, and Conference Registrations
If you need to purchase supplies follow these steps:

*Note, if you are trying to purchase an item costs $100 or more, check with your advisor first to see if it is ok.

Computer Supplies
1. If the supplies are computer related, go to http://thescholarsworkstation.com/
2. Search for the computer supplies that are needed
3. Email the link to the page, or a pdf of the page to RADLab-Admin@eecs.berkeley.edu
4. Your computer supplies will be ordered
5. If the computer supplies are not available on The Scholars Work Station website, do your own internet search for supplies
6. Email a link to the website where your supplies are located, or make a pdf and email it to RADLab-Admin@eecs.berkeley.edu

Office Supplies
1. Look in the RAD Lab supplies cabinet across from the kitchen, if your office supplies are not available there, proceed onto #2
2. Go to https://blu.berkeley.edu and click the "Login to Blu" button
3. Enter your CalNet ID and Passphrase, and click on "Authenticate"
4. Click on the "Buying" link near the top of the page
5. Click on the "Office Supplies" link under the "Job Tools" menu
6. Click on the "Continue" button
7. Click on the "Browse Catalog Only" link in the upper left hand corner of the page
8. Select "845UCB – SODA HALL" from the drop down "Ship To Code" menu, and then click the "Continue" button
9. Find the office supplies that you need
10. Print out or make a pdf of the page for each item, and email it to RADLab-Admin@eecs.berkeley.edu
11. Your office supplies will be ordered
12. If Office Max on the blu website does not have the supplies that you need, search for them elsewhere, and send a link or pdf of what you need to RADLab-Admin@eecs.berkeley.edu, and make sure to state that your supplies where not available on Office Max