

PURCHASE AUTHORIZATION REQUIRED

Analysis requests and/or samples submitted by

Federal Government / U.S Department or Agency

or State Of MN Department or State Agency

The Analysis Request Sheet **MUST** include a valid **PURCHASE ORDER NUMBER**, or a Contract/Requisition Reference Number.

The Purchase Order or Contract paperwork **MUST** include:

- **current fiscal year** or an Amendment to include the current fiscal year
- **U.S. dollar total** or cost limit
- **signed** authorization providing **clear and complete** client contact and billing information
- clear and complete electronic (*.xlsx or *.pdf) and hard-copy list of sample identifications

Submitting samples without hard-copy paperwork is **only** allowed if:

- Clear reference information is provided on the electronic Analysis Request Sheet **AND** the approved paperwork is already on-file in the Soil Testing and Research Analytical Laboratory (STRAL) office
- There is prior written or emailed communication with STRAL Management indicating agreement to accept the work request and samples, **with the condition** that authorized purchase arrangements are pending
- The submitter indicates payment by credit card is allowed for the purchase **AND** agency approval is verified in writing or by email by the submitting agency's procurement officer or accounts payable personnel

* - Please contact the U of MN Soil Testing and Research Analytical Laboratory (STRAL) **in advance** with questions, or for assistance with preparing to submit samples.