Due to building closures for safety purposes during this time, we will no longer be accepting packages at the SLSRC.

To provide ongoing support to essential lab research endeavors, necessary items may be shipped to an alternate location on campus:

101 David L. Boren Blvd.
SRTC Room 1075
Norman, OK 73019

To change the address location in Crimson Corner, please follow the steps in this guide.

**Be sure to schedule a pick-up once you’ve received an order confirmation (step 12).**
1.) Navigate to the home page of Crimson Corner and log-in using your 4x4 credentials.

2.) Select the appropriate order form for your purchase.

3.) Complete form information in its entirety and submit (as usual) by clicking ‘Go’.

The Payment Request form (PRF) may be used to pay vendor invoices where a purchase order is not otherwise required (and has not been issued) to accomplish direct pay to a vendor, and where a specialized payment request form is not available. The PRF is used to route an imaged copy of the paper invoice (received by the department) for appropriate approvals. Once all financial approvals have been made, the PRF will be routed to Financial Services, FS will then audit the form for compliance with applicable laws and policies. If approved, payment will then be generated to the vendor.

For third-party payments, a single invoice may be entered in total on the PRF. For non-travel reimbursements to individuals, multiple receipts may be attached to one PRF. For payments made directly to a third party (non-reimbursements), sales tax should not be included in the unit price. Sales tax may be included on non-travel reimbursements to individuals.

An additional financial approver may be added to this payment if needed. This is someone who already has a financial approver role in FAMS, but who would not normally be in the approval routing process. Enter the approver’s six digit employee ID to add them to the routing after the form/requisition enters the workflow process.
4.) On the ‘Shopping Cart’ screen, click ‘Review accounting or add attachments’.

5.) In the section containing ‘Shipping’ information, click the ‘edit’ button in the upper-right area of the section.
6.) In the ‘Ship To’ pop-up box, click ‘To choose a different address, click here.’

7.) Click ‘select from org addresses’.
8.) Enter ‘101 David L Boren’ in the Nickname / Address Text input box. This is not case sensitive. Click ‘Search’.
9.) Scroll down until you see the correct address to the SRTC Stockroom. **101 David L. Boren Boulevard, Room 1075, Norman, Ok 73019.** Click ‘Select’.
10.) Verify the ‘Address Details’ section is correct and click ‘Save’.

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

Select from your addresses

Select from org addresses

Address Details

Contact Line 1

University of Oklahoma

Attn: *

Michael Deskins

Contact Line 3

Stockroom

Address Line 1

101 DAVID L. BOREN BOULEVARD

Address Line 2

ROOM 1075

City

NORMAN

State

OK

Zip Code

73019

Country

United States

Save this address for future use

Save  Cancel

11.) Verify address information is correct and click ‘Submit Requisition’ when finished.
12.) Once you receive order confirmation through email, please forward the confirmation email along with contact name and phone # to srtcstore@ou.edu You will be contacted when the order has arrived and can schedule pickup from a secure location between 8 – 12am (within a 15 minute window if possible)