**Department of Physics** [**UT Market**](https://utdirect.utexas.edu/apps/frms/utmarket/ecommerce/) **Ordering Procedures**

**Two options for ordering:**

1. Utilize the [Physics Purchasing Form](https://utexas.qualtrics.com/jfe/form/SV_cXWxz0mJt3hjVK5) to create a cart in [UT Market Orders](https://utdirect.utexas.edu/apps/frms/utmarket/ecommerce/)

***or***

1. Create a cart within [UT Market](https://utdirect.utexas.edu/apps/frms/utmarket/ecommerce/) and assign for processing

* The table below identifies who you should submit your orders to.
* Faculty, research staff, and admin staff will assign their carts to the EID listed below based on the center or position they are associated (assigned) to. **GRAs** should follow the same routing as their supervising faculty members.
* Within [UT Market](https://utdirect.utexas.edu/apps/frms/utmarket/ecommerce/), include the account number to be charged in the “Pay-From Comments” field.  If using multiple accounts, list each account and % split between each.  To facilitate processing your order, please refrain from using the account names or nicknames such as “StartUp” or “DOE”.

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| **Area** | **Assign UT Market to:** |
| Center for Particles & Fields | bdj726 |
| Center for Nonlinear Dynamics |
| Center for Gravitational Physics |
| Teaching Assistants  Assistant Instructors | halldr |
| Physics |
| Purchases for instructional needs |
| Weinberg Theory Group | ab385 |
| Center for Quantum Complex Systems | jap00000 |
| Center for High Energy Density Science | bdj726 |
| Institute for Fusion Studies | tg2552 |

***Questions?*** Send an email to: [purchasing@physics.utexas.edu](mailto:purchasing@physics.utexas.edu)