



## Paying with VA Funding in iLab

### 1. Purpose/Background

1. If your lab pays for UWCCC shared resource services and equipment usage in iLab using UW funding strings as well as VA funding, use the workflow described in this document to pay for services and equipment usage with VA funding. The workflow for paying for services and equipment usage with UW funding strings has not changed.

### 2. Workflows

#### 1. Paying for service requests with VA funding

1. Create a service request in iLab
2. Select “VA Payments” as your payment method. The “Transaction #” field is an option free text field that can be left blank or used to add any additional useful information.

3) Payment Information

Please enter the Project

VA Payments ▼ Transaction #

3. Submit the service request
4. Shared resource staff members will review the service request, add services to the request, and send you a quote for the services
5. Work with shared resource staff to agree on a price
6. Shared resources staff performs services and marks the service request as complete in iLab
7. Pay for the service using check or credit card using the UWCCC Credit Card Shared Resource Bill Pay page <https://charge.wisc.edu/carbone/invoice.aspx>

#### 2. Paying for equipment reservations with VA funding

1. Block off time on an equipment calendar
2. Select “VA purchase order” as your payment method. The “Transaction #” field is an option free text field that can be left blank or used to add any additional useful information.



**3) Payment Information**

Please enter the Project

**VA Payments** Transaction #

3. Select the "VA Usage" usage type from usage type drop down

**Use and cost of reservation**

Apr 25 '17 11:00 - 12:45 All Usage \$0.00/hr

Total All Usage \$0.00/hr (1.75 hours)

VA Usage \$15.00/hr

4. Save your reservation in iLab
5. Use equipment
6. Pay for equipment reservation using check or credit card using the UWCCC Credit Card Shared Resource Bill Pay page <https://charge.wisc.edu/carbone/invoice.aspx>