

Order Form Instructions

Note:

1. All hazardous chemicals must be submitted to the budget manager using one order form. Chemicals may not be combined with other lab items (biologicals, lasers, non-hazardous chemicals, general supplies, etc.).

Step 1. Provide Contact and Account Information

1. Requestor Name: the first and last name of the person filling out the order form
2. Principal Investigator/Faculty: the last name of the Principal Investigator/Faculty
3. Lab Location (Building & Room): the building and room number where the package should be delivered
4. **Faculty Approval Signature: seek approval by PI/Faculty after the order form is filled out (see Step 5)**
5. Account/Project to Charge: the account/project (or some identifier that you and your budget manager have mutually agreed on) to be charged
6. Date Submitted: the date that the order form was given to budget manager
7. Date Needed: the date in which items should be received
8. Point of Contact: the person (and the phone number) in the lab that is responsible for the items on the order form

Requestor Name:				Vendor Name:			
Principal Investigator/Faculty:				Vendor Address:			
Lab Location (Building&Room):				Vendor Phone Number:			
Faculty Approval Signature:				Please Check One:			
Account/Project to Charge:				<input type="checkbox"/> Hazardous Chemicals (Code 560122)			
Date Submitted:				<input type="checkbox"/> Non Hazardous Chemicals, Biologicals, Supplies, Equipment, etc.			
Date Needed:				<input type="checkbox"/> Radiation, Lasers			
Point of Contact for Delivery: (include Phone #)				Chemical Ship To Code MC27032			
Line	Catalog #	Item Description	Price per u	Unit of Measure	Quantity	Special Instructor	Subtotal
1	1353455	Chemical A	\$ 45.00		3.0		\$135.00
2							\$0.00
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
Total Cost							\$135.00

Step 2. Provide Vendor Information

1. Vendor Name: provide the vendor's name
2. Vendor Address: provide the vendor's address
3. Vendor Phone Number: provide the vendor's phone number

Note: This information is useful when ordering from an unfamiliar vendor.

Requestor Name:		Vendor Name:					
Principal Investigator/Faculty:		Vendor Address:					
Lab Location (Building&Room):		Vendor Phone Number:					
Faculty Approval Signature:		Please Check One:					
Account/Project to Charge:		<input type="checkbox"/> Hazardous Chemicals (Code 560122)					
Date Submitted:		<input type="checkbox"/> Non Hazardous Chemicals, Biologicals, Supplies, Equipment, etc.					
Date Needed:		<input type="checkbox"/> Radiation, Lasers					
Point of Contact for Delivery: (include Phone #)		Chemical Ship To Code MC27032					
Line	Catalog #	Item Description	Price per unit	Unit of Measure	Quantity	Special Instruction	Subtotal
1	1353455	Chemical A	\$ 45.00		3.0		\$135.00
2							\$0.00
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
Total Cost							\$135.00

Step 3. Choose Item Type

1. If the items being ordered are hazardous chemicals, check the appropriate box.
 - a. To determine if a chemical is hazardous, refer to [EHSS Hazardous Chemical Guide](#).
2. If the items being ordered are non-hazardous chemicals, general lab supplies, equipment, etc., check the appropriate box.
 - a. To determine if a chemical is non-hazardous, refer to [EHSS Inventory Exempt Chemical Guide](#).
3. If the items being ordered are lasers or produce radiation, check the appropriate box.

Note: If assistance is needed, contact EHSS at 315.443.6883 or ehss@syr.edu.

Requestor Name:		Vendor Name:					
Principal Investigator/Faculty:		Vendor Address:					
Lab Location (Building&Room):		Vendor Phone Number:					
Faculty Approval Signature:		Please Check One:					
Account/Project to Charge:		<input type="checkbox"/> Hazardous Chemicals (Code 560122)					
Date Submitted:		<input type="checkbox"/> Non Hazardous Chemicals, Biologicals, Supplies, Equipment, etc.					
Date Needed:		<input type="checkbox"/> Radiation, Lasers					
Point of Contact for Delivery: (include Phone #)		Chemical Ship To Code MC27032					
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7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
Total Cost							\$135.00

Step 4. Provide Item Information

1. When ordering an item, provide the catalog number, item description, price per unit, unit of measure, quantity, and any special instructions.
 - a. The subtotal will be generated from the price and the quantity.
 - b. The total cost will be generated from the sum of the subtotals.
2. If multiple items are needed, proceed to the next line.
 - a. If more rows are needed, add a new row above the total cost (line 27).

Note: If ordering a hazardous chemical for a lab with multiple rooms, please specify the room number in which the chemical will be stored in the “Special Instructions” field.

Requestor Name:		Vendor Name:	
Principal Investigator/Faculty:		Vendor Address:	
Lab Location (Building&Room):		Vendor Phone Number:	
Faculty Approval Signature:		Please Check One:	
Account/Project to Charge:		<input type="checkbox"/> Hazardous Chemicals (Code 560122)	
Date Submitted:		<input type="checkbox"/> Non Hazardous Chemicals, Biologicals, Supplies, Equipment, etc.	
Date Needed:		<input type="checkbox"/> Radiation, Lasers	
Point of Contact for Delivery: (include Phone #)		Chemical Ship To Code MC27032	

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10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
Total Cost							\$135.00

Step 5. PI/Faculty Approval

- 1. Faculty Approval Signature:** After the form is complete, ask the PI/Faculty to review the contents before sending to the budget manager.

Requestor Name:		Vendor Name:					
Principal Investigator/Faculty:		Vendor Address:					
Lab Location (Building&Room):		Vendor Phone Number:					
Faculty Approval Signature:		Please Check One:					
Account/Project to Charge:		<input type="checkbox"/> Hazardous Chemicals (Code 560122)					
Date Submitted:		<input type="checkbox"/> Non Hazardous Chemicals, Biologicals, Supplies, Equipment, etc.					
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Total Cost							\$135.00