

Department of Chemistry
Procedure for Ordering Supplies and Chemicals

There may be some supplies in the storage area on the 6th floor. If not, they need to be ordered. This procedure is for orders to be charged to the Department Account/s.

Ordering directions take two paths –

Supplies

- Complete the **Department of Chemistry Order Form**. Forms are available in room 5053 and on-line at:
<http://www.as.ysu.edu/~chem/Procurement.html>
- Put the order form into the course Coordinator's/Principal Investigator's mailbox in the chemistry office.
- The course Coordinator/Principal Investigator will review and initial the order. The order should then be put in Tim Styranec's mailbox or given to Tim for departmental approval and processing.
- The item(s) will be delivered to the room designated on the order form. If there is a problem with delivery the Procurement/Safety Office will contact the Coordinator/PI when the item/s arrive.

Chemicals

- Go to the Procurement/Safety Office (Room 5053).
- Check the Chemical Management Center Inventory List. If the needed chemical is available complete the **YSU Chemical Order Form**. Be sure to indicate (with a check mark) that you are ordering the chemical/s from Chemical Management.
- If the chemical is not available via Chemical Management, complete the Chemical Order Form and indicate (with a check mark) that you are ordering from a vendor.
- Place the order form into the course Coordinator's/PI's mailbox in the Chemistry office.
- The Coordinator/PI will review and initial the order. The order form should then be put in Tim Styranec's mailbox for departmental approval and processing.
- Chemical Management will deliver the chemical/s to the room designated on the order form. If there is a problem with delivery the Procurement/Safety Office will contact the Coordinator/PI when the chemical/s arrive.
- In the event that Tim Styranec is out of the office for an extended period, the Coordinator/PI will contact Randy Wightman, Chemical Management Center, 2nd floor (South end of Building) or at X3703 for directions.

If you need assistance completing the order form/s – see Coordinator/PI. If a faculty member is completing the form, obviously there are a few steps that do not apply.

NOTE: Faculty ordering chemicals on Grants (include Grant #) should submit the form directly to Chemical Management. CMC will send you a confirmation of the order. Supplies should be ordered on your Visa card or be requisitioned via BANNER.