

Order Form

Hazardous chemicals/radioactive materials must be ordered through C.R.L.S. (Chem Store)

Please provide clear information to help us place your order correctly and in a timely manner.

1) Name: _____ Date: _____

2) Charge to Index # or Name: _____

3) Vendor/Name: _____

3a) Vendor info: _____

(Website address or phone #)

4) Enter Item/Catalog # below - OR- attach a print out from website. Will also accept e-mail requests detailing the 10 questions from this order form, along with the web links.

4a) Item(s)/Catalog #: _____ \$ _____ Qnty: _____

4b) Item(s)/Catalog #: _____ \$ _____ Qnty: _____

4c) Item(s)/Catalog #: _____ \$ _____ Qnty: _____

4d) Item(s)/Catalog #: _____ \$ _____ Qnty: _____

5) Shipping: Regular 2-Day Overnight No preference

6) Business purpose (How does this benefit UNM): _____

7) Comments/Special Instructions: _____

8) Is this for a Participant/Subject Incentive? No or Yes (answer below)

If yes, indicate IRB # & Title: _____

9) Estimated total Amount: \$ _____ 10) Signature: _____

Accounting Staff: Date ordered- _____ Date Received- _____