

Chemical Purchasing Procedure

The following is the procedure for ordering chemicals from the **CMC Warehouse** as well as orders to outside **Vendors**.

Chemicals orders are to be submitted to the Chemical Management Center – Room 205. The **Chemical Order Form** is available on the EOHS website (click on forms).

To facilitate speedy processing and distribution please be sure to include -

Name, address and phone # of supplier (if outside vendor)

Chemical name, catalog #, Quantity and container size, price

Date needed, Building/room # (for delivery and inventory purposes)

Banner Account # with department/grant approval signature.

If this is the first time you have ordered this chemical complete the **First Time Chemical Request Form** and submit it along with your order to CMC. This form is also on the EOHS website (click on Forms).

Your order will be processed and delivered to the Building and Room number you have designated on the form. Once it has been delivered the department/grant will be charged via Banner.

If you have any questions or concerns contact CMC, Randy Wightman, X3703.