Chemical Purchases – Science Stores

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Policy
Per University Policy 40.03, University purchasing cards cannot be used to make inappropriate purchases and hazardous and controlled materials fall into that category.

The Faculty of Science must be compliant with University policy. Science faculty, lab instructors and staff buying chemicals are required to use Science Stores for ordering and receiving.

Procedure
Procedure for buying Chemicals from Science Stores

1. **Complete a Science Stores Requisition Form:** using paper form at the Science Stores counter or on-line. The requisition form must contain the following information:
   a) Date order is placed
   b) Name (or name the person to contact when shipment arrives)
   c) Phone (lab and office)
   d) Email address (to contact for arrival or in case of problems)
   e) Account (university FOAPAL)
   f) Date materials are required (enter the date you need to receive the order)
   g) Quantity (size and number of containers)
   h) Catalogue # and Description (using Supplier’s catalogue; include size [e.g. 500g] in the description)
   i) Unit price (if known or if you have been given a quotation or quoted price)
   j) Supplier (preferred source and if sole supplier)
   k) Notes and additional information (e.g. quotation #, specific notes about the order, or Supplier contact person and extension/email/phone # etc.)
   l) Authorization (signature on paper form – direct email also acceptable)

Related Information
- Science Stores website – on line ordering for chemical purchases:
- University Policy 40.03
  [http://www.uregina.ca/fs/employees/paying-expenses/p-card.html](http://www.uregina.ca/fs/employees/paying-expenses/p-card.html)