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CHEMISTRY DEPARTMENT STOCKROOM CARD APPLICATION & TEMPORARY STOCKROOM CARD*

***You must keep your copy of the Application:**

It is both your temporary card and identification, and you will not be able to pick up your new card without it!

Incomplete application forms will not be accepted

DEPARTMENT _____ AREA _____ ORG _____ SUBORG _____ EXP. DATE _____

PRINCIPAL INVESTIGATOR _____

DEPARTMENTAL AUTHORIZED SIGNER (signature) _____, PHONE _____

E-MAIL ADDRESS _____

DEPARTMENTAL ACCOUNTANT* _____ PHONE _____

E-MAIL ADDRESS _____ *Monthly detail reports will be e-mailed to above individual

VALID OBJECTS/SUBOBJECTS:

7302 20 (Computer supplies)

7320 25 (Chemical, reagents & gases)

7300 50 (Office supplies)

7320 40 (Laboratory & medical supplies)

7310 10 (Printing & Duplicating)

7321 45 (Scientific services)

CHEMISTRY ACCOUNTING VERIFICATION _____, DATE _____

***COMPLETED FORMS MUST BE TAKEN TO ROOM 141, CHEMISTRY ACCOUNTING 624-8500**

Please have the person responsible for the CUFS accounts, in your department, fill this Application out in a Browser or Acrobat Reader, Print it out and sign it. Then bring the Application to the Chemistry Accounting Office, Room 141 Smith Hall, which is on the first floor, on the south side of the building, where it will be authorized and the CUFS number entered into the Stockroom data base for charges against it: Please do this in person, as you will need your original signed copy of the Application form in order to make purchases and you will be able to use it immediately.

You will also need to retain your copy of the authorized Stockroom Card Application, as you will be required to present it when your Stockroom card becomes available for pick up.

The Account may be used in the Chemistry Research Stockroom, Chemistry Glass Technology and Electronics Shop.

The Stockroom Credit Card will be made at a minimum of 2 weeks after your application has been submitted.

The Chemistry Research Stockroom, hours are: 7:45AM - 11:30AM and 12:15PM - 4:25PM.

The Chemistry Accounting Office, hours are: 8:00AM - 12:00AM and 1:00PM - 4:30PM.

