

Department Resources – Department Policies & Procedures – Purchasing & Accounting: PROCEDURE - Purchasing Supplies & Equipment

PURCHASES: When you are assigned a research advisor or begin research activities, ask Purchasing and Accounting Office (P&A) in Bagley 109P for specific purchasing procedures. When filling out purchase requisitions, buying items from the Main Stockroom or signing out items on various ledgers, make sure you have used the proper budget numbers. The Chemistry Department has an internal accounting system for control of expenditures from state, grant, and contract funds. Accounting and budget control rests with chemistry faculty, staff, and students following correct procedures. See the Purchasing and Accounting Manager in Bagley 109P if you have questions.

PACKAGE SHIPMENTS AND DELIVERIES

All shipments are delivered to the Stockroom (Bagley 36).

Use is restricted to official University business.

ALL packages are opened and inspected.

The Chemistry Department assumes NO liability for personal packages. All personal deliveries are made at your own risk and contrary to departmental policy.

RESEARCH STOCKROOM: See Instructional and Laboratory Services regarding supplies and equipment for undergraduate classes and laboratories.

This self service facility provides stock items in the following general categories:

- Chemicals (flammables located in separate rooms)
- Cylinder gases (see [Purchasing Supplies & Equipment](#))
- Electrical and hardware supplies
- Glassware
- Hardware supplies
- Laboratory supplies
- Office supplies

PURCHASING PROCEDURES: Purchases are made using a departmental budget card. See Purchasing and Accounting for more information (Bagley 109P). The Stockroom Attendant will provide assistance at the checkout counter. All items are pre-marked with a stock number.

RESEARCH STOCKROOM carries items based on usage. If large quantities of any supplies are needed, contact Purchasing and Accounting (Bagley 109P).

CYLINDER GASES (N₂, O₂, He, etc.) are in the stockroom.

Ask the attendant for assistance.

Demurrage is charged daily from time of purchase until the cylinder is returned.

Do not remove any identification tags.

Promptly return empty cylinders to minimize rental charges.

Notify the stockroom attendant to receive credit.

A charge is assessed for cylinder caps not returned with empty cylinders. As a matter of safety and policy, a compressed gas cylinder CANNOT BE MOVED WITHOUT THE CAP IN PLACE.

RESEARCH SUPPLIES

ETHANOL is in the Stockroom (Bagley 36). A withdrawal slip must be signed by a faculty member.

SOLVENTS are located in CHB G055. Use a clipboard to sign-out solvents. Safety cans **MUST** be used for all quantities of Class IB flammables greater than one quart.

DRY ICE (solid CO₂) is in Bagley 36 (see attendant) or CHB 106. In CHB 106, weigh on the scale provided and enter the weight, your name and budget/project number on the sign out sheet. If a large quantity is needed for a specific project, **NOTIFY THE STOCKROOM** (Bagley 36).

LIQUID NITROGEN is obtained from storage dewars in Bagley 36 or CHB 405. In CHB 405, the number of liters drawn should be recorded on the posted sign-out sheet. Quantity users may use department-owned 160-L pressurized dewars and, once the user has completed the required training class, can fill them from our bulk facility. See Stockroom personnel for details.

LIQUID OXYGEN & LIQUID ARGON are obtained by arrangement with Purchasing and Accounting (Bagley 109P).

CRUSHED ICE is available in Bagley 269 and CHB 305.

RADIOACTIVE MATERIALS: Refer to the Radiation Safety Manual for specific guidelines on application and purchasing procedures. The manual is available in any work area in where radioactive materials are used. If your lab does not have a manual, contact [Tracy Yerian](#) or [Environmental Health and Safety](#).

SPECIAL SUPPLIES OR EQUIPMENT

May be ordered through the Purchasing and Accounting (P&A) Office, Bagley 109P.

Vendor catalogs are available in the Research Stockroom and in the P&A Office (Bagley 109P) to assist you.

All purchase orders are processed through the P&A office. Purchases from Health Sciences or Central Stores are also processed through the P&A Office.

University regulations and State law specify procedures for all purchases from private vendors.

NOTE: Do not make arrangements or commitments with an outside vendor until a valid requisition has been prepared in P&A.

PETTY CASH PURCHASES: P&A maintains a Petty Cash fund for purchase of small items not available from campus sources. You must have a receipt to be reimbursed for your purchases. If you need an advance for your purchase, you can sign an IOU in P&A.

REMEMBER: if the item is available on campus or if you do not have a receipt, you cannot be reimbursed.

SPECIAL PURCHASES FROM OUTSIDE VENDORS: All are delivered to the Stockroom. You will be notified via a note in your department mailbox.

For urgent requests:

1. Ask P&A to phone the order.
2. Pick up your order from the vendor at the time specified
3. Bring the packing slip to P&A so charges can be identified.