

The Catholic University of America

Washington DC 20064

REQUISITION

PLEASE TYPE

PLEASE TYPE

Please furnish for the official use of _____ Date _____
 For delivery to Room _____ Building _____ Req. No. _____
 Material or services needed by _____ Acct. No. _____

(Specify date-do not mark RUSH)

ROUTE ALL RADIOACTIVE MATERIALS
 THROUGH RADIATION SAFETY OFFICE, ROOM B-18A PANGBORN

P.O. NUMBER

Quantity and Unit	Description (Stock No. if available)	Unit Price	Total Price
TOTAL			

If more than one source is available, contact for competitive pricing.

SOURCE

Name: _____ Address: _____

Price: _____ Attention: _____

*Competitive quotations taken from: Name: _____ Price: _____ Name: _____ Price: _____

IMPORTANT [Please read before submitting requisition]

1. Requisitions with more than seven (7) items must be sent to Purchasing with original and three (3) copies attached.
2. Requisitions without the required signature(s) and/or the 10-digit account number will be returned.
3. Price quotations should be attached to this form when submitted to purchasing.
4. The University will not be responsible for goods or services supplied without an authorized purchase order. Invoices received from unauthorized orders will not be processed for payment until the invoice has been sent to the appropriate vice president for approval and corrective action.
5. **Upon receiving a Material Safety Data Sheet (MSDS) for a new chemical, add it to your MSDS file and send a copy to the Environmental Safety Dept., Admin. Bldg. MSDSs containing hazard & safe handling information must be available to persons using potentially hazardous chemicals.**

<i>Requested by:</i>	<i>Notes:</i>		
<i>Approved by:</i>		<i>Fiscal Approvals</i>	
<i>Department Head</i>	<i>Vice President</i>	<i>Budget Office</i>	<i>Treasurer's Office</i>
		<i>Date</i> _____	<i>Date</i> _____
<i>Dean or Administrative Officer</i>	<i>Executive Vice President</i>	<i>By</i> _____	<i>By</i> _____