**GENERAL ORDER FORM**

(If you are ordering chemicals, please check inventory\*\*\* See below.)

**DATE \_\_\_\_\_\_\_ VENDOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SALESPERSON: Purchase Order No. OSU ACCOUNT NO.**

**ORDERED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE WANTED: \_\_\_\_\_\_\_\_\_\_\_ INITIALS:**

**PROJECT (if known)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INDEX NUMBER TO CHARGE: \_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **\*\*Hazardous Chemical?**  **Y/N?** | **ITEM NO.** | **QUANTITY** | **UNIT**  **(ea., pk., cs.)** | **ITEM DESCRIPTION** | **PRICE** | **AMOUNT** |
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***\*\*MUST be filled out for each order. If “Yes,” is there a disposal plan? If not, must get approval from Chemical Safety Officer (Craig Holt) before purchasing.***

***\*\*\*Chemical Inventory: Acetone, Acetonitrole, Chloroform, Ethanol, Ethyl Ether, Hexane, Isopropyl Alcohol, Methanol, Petroleum Ether, Toluene. Please double check with Craig before ordering any of these chemicals. Thank you!***