

Chemistry Department Sales Application & Temporary Stockroom Card

Instructions

Complete **all** of the information on this form, print it, and bring to Department of Chemistry Accounting Services, 141 Smith Hall, 207 Pleasant St SE, for an authorizing signature. Questions: email chemreq@umn.edu.

Department of Chemistry faculty may request that more than one card be issued for each account/funding source. Non-chemistry faculty or principal investigators can request only one stockroom card per funding source, which will be in the name of the PI.

Chemistry Research Stockroom: This application is your temporary stockroom card and identification. **You must submit a copy of this form to the Stockroom, S17 Smith Hall, to obtain your card.** Charge cards are printed twice a month and can be picked up in the Stockroom. **To pick up a card, you must bring a copy of this application that has been signed by chemistry finance staff.**

Billing: Chemistry sales are billed monthly. An email detailing charges will be sent to the individual listed as principal investigator as well as to the individual listed as the accounting contact. No additional emails will be sent. Purchasing departments are responsible for ensuring these reports and additional justification information is filed as needed.

Account Name:

Expiration Date:

EFS Chartfield String (i.e., budget number):

Accounts allowed to be charged: (**bold** = most common, *italics* = often unallowable on sponsored grants)

720202 (Chemical, Reagents & Gases)	720299 (Laboratory & Medical Supplies)	720403 (Sci. Services: NMR, X-Ray, Mass Spec)
<i>730210 (Computer Software)</i>	<i>720105 (Office Supplies)</i>	<i>720303 (Printing & Duplicating)</i>
<i>750101 (Non-capital computer equipment)</i>	<i>750199 (Non-capital, non-computer equipment)</i>	<i>720101 (AV/Photo/Art Supplies)</i>

CHEM personnel who may have stockroom cards:

Approvals

The individuals named above are approved by me to make purchases on this account:

Principal Investigator (PI) Name

PI Phone Number:

PI Email address:

Principal Investigator (PI) Signature

By signing this application, I certify that I have reviewed all of the accounting information, and that it is correct, and that I am an authorized approver or certified approver in EFS for this chartfield string.

Department Accountant (FP) Name:

FP Phone Number:

FP Email address:

Department Accountant (FP) Signature:

DO NOT COMPLETE ITEMS BELOW - CHEMISTRY DEPARTMENT USE ONLY

CHEMBIZ Account ID:

Signed by CHEM finance staff member: