



Department of Chemistry Order Form

Orders may be submitted in hard copy to SCI 299, or by e-mail to chemorde@bu.edu

<p>*Requester: _____</p> <p>*Email: _____</p> <p>*Ext: _____</p> <p>Asterisk (*) indicates a required field</p>	<p>*Source (grant or account to be charged): _____ % _____</p> <p style="padding-left: 100px;">Split (if necessary): _____ % _____</p> <p style="padding-left: 100px;">_____ % _____</p> <p>*Lab/Course Number: _____</p> <p>*Authorized Approval: _____ *Date: _____</p>
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<p>Vendor Name and Address:</p>	<p><u>Ship To:</u></p> <p>Boston University Department of Chemistry 712 Beacon Street, Room 283 Boston, MA 02215</p> <p>Boston University Department of Chemistry 24 Cummington Mall, Room 107 Boston, MA 02215</p> <p>Boston University Photonics Center 8 St. Mary's Street, Room 936 Boston, MA 02215</p>	<p>Is this an emergency rush order? Yes No</p> <p><input type="checkbox"/> If Yes, form must be delivered in person by 11:00 a.m. <input type="checkbox"/></p> <p>Note: Many vendors do not ship after 3:00 p.m.</p>
<p>Tel:</p>		
<p>Fax:</p>		

ITEM	*QUANTITY	*CATALOG #	DESCRIPTION	UNIT PRICE	EXT. PRICE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Note: Any item over \$5000 must be accompanied by a quote from the vendor.

TOTAL

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