

Instructions

Requests will only be completed if the requested chemical is in stock and in excess of the quantity required to meet the Department's teaching demands. Chemical requests for teaching purposes will be prioritized over those for research. Please allow a **minimum of three days** for your request to be processed. **Requests will not be completed the same day.** Processing time may vary depending on the time of year. Incomplete or illegible forms will be returned and may result in a delay in processing.

You must deliver an appropriate size container labelled with chemical name and WHMIS compliant labeling and pictograms when delivering the signed request form, failure to do so will result in a delay in processing. Please contact the Chemistry Technician via email (jordan.wilbey@unbc.ca) or phone (250-960-5277) to ensure availability of materials and to arrange delivery of container/signed Chemical Request Form. You will be notified by email when your request is ready for pick-up.

Contact Information

Requestor: _____
Name Email Phone

Supervisor: _____
Name Email Phone

Date Requested: _____ Date Required: _____

Account Information

Chemicals that are taken from the Chemistry Department will be billed to the Budget Holder's account at the end of each semester. Please provide valid account details for reconciliation purposes.

Chemicals will not be released without the Budget Holder's signature.

Fund: _____

Budget Holder's Signature: _____
Original Ink Signature Required

Orgn: _____

Supervisor's Signature (If Different from Above): _____
Original Ink Signature Required

Account: _____

Chemical Details

Chemical Name: _____
CAS Registry Number: _____
Molecular Formula: _____ Mass Requested: _____ Internal Use ☐

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