

RADIOISOTOPE ORDERING FORM

*****Complete all sections to ensure prompt placement and receipt of order. Please PRINT or TYPE.*****

Index Code #: _____ Department: _____ Location of Lab (Building): _____				Vendor Name: _____							
Product Description (*NOTE: It is the ordering department's responsibility to insure that the chemical form and catalog number match. Radiation Safety will not be responsible for these errors.)								Area Below is for Radiation Safety use Only			
Date Needed	Isotope	*Chemical Form	*Catalog #	# Vials or Kits	# microcuries (μCi) or millicuries (mCi)	Unit Price	Extended Amount	Ship Date	Arrival Date		
Additional Instructions or Special Quote #: _____						<i>PP&A Charge</i>					
						<i>Verified Total Cost:</i>					
Responsible Investigator (Print): _____ Dept.: _____ PO Box: _____				Contact person to notify when material arrives: Name: _____ Phone #: _____ Email: _____							
Signature of Responsible Investigator or Approved Designee: _____											

Area Below For Radiation Safety Use Only:

Date placed:	Vendor contact/reference #:	Order placed by:	Order logged:
Authorization #:	Lab limit verified:	Signature verified:	Work request #:

**IMPORTANT:NO ORDERS FOR RADIOACTIVE MATERIAL SHOULD BE ENTERED INTO eVA
 ALL ORDERS FOR RADIOACTIVE MATERIAL MUST BE PLACED BY RADIATION SAFETY.**

1. Orders may be faxed (828-1157) or hand delivered to Radiation Safety (Sanger B2-016). If you fax the forms, call and confirm that they were received (828-9131).
2. When your radioactive shipment arrives, Radiation Safety will notify the purchaser at the phone number specified on the form. If no one can be reached by phone after 3 attempts, a final attempt will be made via email.
3. **Orders received in Radiation Safety by 2:30 pm, Monday through Friday will be placed the same day.** Orders received after 2:30 pm will be placed the following business day. Notify Radiation Safety if you have special order instructions