

PURCHASE REQUISITION FOR HIGHLY DANGEROUS CHEMICALS

Applicant: _____

Student number: _____

Date: _____

Item	Content (Including: product name, specification, brand name, Catalog no.)	Qty	Hazard Identification	Safety device for handling	Lab storage (Yes/No)	Reason	Supplier	Estimated price
1					² Yes <input type="checkbox"/> No <input type="checkbox"/>			
2					² Yes <input type="checkbox"/> No <input type="checkbox"/>			
3					² Yes <input type="checkbox"/> No <input type="checkbox"/>			
4					² Yes <input type="checkbox"/> No <input type="checkbox"/>			
Total:								

Remark:

1. Please complete the hazard identification according to the MSDS data. The categories are: Flammable, Poison, Oxidizing, Explosive, Carcinogenic, Corrosive, Irritant, Harmful, etc. If the purchase item is new in the laboratory, its relevant MSDS (electronic version) should be submitted to the laboratory technician.
2. For the laboratory technician to carry out the arrangement accordingly, please complete all the information, including but not limited to the manufacturer name, catalog number, hazard identification and safety device for handling.
3. Please attach the quotation if it is available. The students can use the ICMS fax machine (00853-2884-1358) to **receive** the quotation and the GA will deliver to the student accordingly.
4. Please hand in the printed application form to the supervisor for approval signature and submit to the laboratory technician for processing; the electronic version of the application form should be sent to the laboratory technician via email.

Supervisor signature: _____

Source of funding: ICMS / Research grant No. _____

For laboratory technician only

Serial no. : _____ Technician : _____ Date : _____ Remark: _____