

Requisition form for hazardous chemical(s)

Applicant : _____ Student No. : _____

Supervisor : _____ Contact No. : _____

	Chemical Name (Brand, volume)	Requested amount ⁴ (g/ml)	Usage period ⁴ (day)	Laboratory Name and Location	Name of requester ²	Supervisor signature	Staff/GA signature after dispatch (please state the quantity and date)
1							
2							
3							
4							

Note to requester:

1. Please read MSDS carefully prior to requesting hazardous chemical(s), and be aware of the precaution for storage, disposal method and spill treatment.
2. Please seek approval from the purchase requester for the requested hazardous chemical(s).
3. Please submit this requisition form with all approval signatures to laboratory technician for obtaining the hazardous chemical(s).
4. Unless under special circumstances, the requested amount for each hazardous chemical should be no more than one week's consumption for the requester's experiment.

Requester's signature: _____ Date: _____

Laboratory technician's signature: _____ Date: _____