

Chemistry Stockroom Designee Request

(Please Print Clearly) See Page Two for Directions and Rules

A) Information:

_____	_____	_____
Last Name	First Name	
_____	_____	_____
E-Mail (must be an @buffalo.edu account)	Phone #	UB ID #
_____	_____	_____
Department	Building	Room #
_____	_____	_____
PI Name	PI's Chemistry Stockroom Account Number	

B) Affiliation: (Check One)

- Graduate Student cleared for MS/MA research
 Graduate Student cleared for Ph.D. research
 Postdoctoral Fellow Technical Assistant
 Other (explain) _____

Please note:

The Chemistry Stockroom will not provide accounts for Undergraduates.

C) Notice: By signing below you are acknowledging that all items that you receive from the Chemistry Stockroom will only be used for authorized purposes at the University at Buffalo. All materials will be stored, handled, and disposed of in accordance with all University, Local, State, and Federal rules/regulations/guidelines. Usage of the Chemistry Stockroom is a privilege, which may be revoked for failure to comply with all applicable rules and regulations.

Designee Signature	DATE
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D) PI Notice: By signing below you are acknowledging that all information provided above is correct and that you are accepting the above as a designee on your Chemistry Stockroom account and will be fiscally responsible for all items they receive from the Chemistry Stockroom.

PI Signature	DATE
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E) DEPARTMENTAL VERIFICATION (To be completed by Requestor's Department, such as Chair, ATC, HR, etc.)

The above information has been reviewed and found to be correct by the following in _____
Department

Print Name	Signature	Date
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Please send the completed forms to: **Stephen V. Puszta** 359 Natural Sciences Complex

For Stockroom Use Only	
_____	_____
Approved by Stockroom Manager	Date
Cards received by: _____	_____
Signature of Requestor	Date

Directions for Chemistry Stockroom Designee Request Form

Please be sure to print clearly. Forms which are not complete or legible will not be processed.

This form is for adding designees to a Department's or PI's Chemistry Stockroom account.

Section A:

Please fill in your Last Name, First Name, UB email address, your office phone number, your UB ID #, your Department, The campus building where your office is located, and your office room number in the appropriately labeled spots.

Section B:

Please place a check next to your current classification. If you do not see your classification, please use the other box AND include a brief explanation. Please note: Chemistry Stockroom privileges will not be given to Undergraduates, or anyone without an official UB appointment.

Section C:

Your signature is required in this spot to indicate that you have read and understood you acknowledging that all materials purchased through the Chemistry Stockroom are for use in authorized purposes here at the University at Buffalo. They will not be taken off campus or used for any other purpose. You are also agreeing that all items will be stored, handled, and disposed of in accordance with all University, Local, State, and Federal rules/ regulations/ guidelines. Failure to comply with said rules/ regulations/ guidelines may result in the revocation of your stockroom account.

Section D:

Your Principle Investigator (PI) must sign this form. By signing they are acknowledging that the information you provided in **Sections A & B** is correct and that they will be financial responsible for the items you obtain through the Chemistry Stockroom.

Section E:

This section is to be completed by the requestor's Departmental office. This is verification by the host department that the information being provided is correct and that the requestor should be authorized to have access to material available through the Chemistry Stockroom. This should be completed by the requestor's Office of the Chair, Assistant to the Chair, Chief of Staff, Human Resource Manager, or other senior Departmental staff member.

Should you have any questions regarding this form, please contact the Chemistry Stockroom Manager (Contact information below)

Please send the completed forms to the Chemistry Stockroom Manger (contact information below):

Stephen V. Pusztay 359 Natural Sciences Complex
Telephone: (716) 645-2284
Email: pusztay@buffalo.edu