

# Biochemistry Stockroom Designee Request

Please See Page Two for Directions and Rules

## A) Information:

_____	_____	_____
<b>Last Name</b>	<b>First Name</b>	
_____	_____	_____
<b>E-Mail (must be an @buffalo.edu account)</b>	<b>Office/Lab Phone Number</b>	<b>UB Person Number</b>
_____	_____	_____
<b>Department</b>	<b>Building</b>	<b>Room #</b>
_____	_____	_____
<b>PI Name</b>	<b>PI's Biochemistry Stockroom Account Number</b>	

## 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 Biochemistry Stockroom will not provide accounts for Undergraduates.

**C) Notice:** By signing below you are acknowledging that all items that you receive from the Biochemistry 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 Biochemistry Stockroom is a privilege, which may be revoked for failure to comply with all applicable rules and regulations.

\_\_\_\_\_

**Designee Signature**

**DATE**

**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 Biochemistry Stockroom account and will be fiscally responsible for all items they receive from the Biochemistry Stockroom.

\_\_\_\_\_

**PI Signature**

**DATE**

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**Please either complete digitally or print clearly. Once completed, please attach a PDF (digitally signed or scanned as a PDF) of the completed form to your Designee Account Service Request for the Biochemistry Stockroom in Blue Services**

## Directions for Biochemistry Stockroom Designee Request Form

Please be sure to use the fillable PDF or to print clearly. Forms which are not legible will not be processed. The submitted form must be in PDF format, so you will need to scan handwritten/signed forms as PDF files.

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

### Section A:

Please fill in your Last Name, First Name, UB email address, your office/laboratory phone number, your UB Person Number, your Department, the campus building where your office/laboratory 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: Biochemistry Stockroom privileges will not be given to Undergraduates, or to anyone without an official UB appointment.

### Section C:

Your signature is required in this spot to indicate that you have read and understood. You are acknowledging that all materials purchased through the Biochemistry 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 Biochemistry Stockroom.

Should you have any questions regarding this form, please contact the Biochemistry Stockroom:

Telephone: (716) 829-2730

Email: [BCHSTKRM@buffalo.edu](mailto:BCHSTKRM@buffalo.edu)

**Completed PDF forms should be attached to your Designee Account Service Request for the Biochemistry Stockroom in Blue Services.**