

PI Biochemistry Stockroom Account Request

Please See Page Two for Directions and Rules

A) Principle Investigator Information:

_____	_____
Last Name	First Name
_____	_____
E-Mail (must be an @buffalo.edu account)	UB Person Number
_____	_____
Department	Office Phone #
_____	_____
Building	Room #

B) Notice: By signing below you are acknowledging that you will be financially responsible for all materials received from the Biochemistry Stockroom by you, or your designees, within 30 days of being invoiced. If you do not make payments in a timely fashion, your account may be suspended until it is brought current. Furthermore, all items that are received by you or your designees 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.

SIGNATURE _____
DATE **PI**

C) DEPARTMENTAL VERIFICATION (To be completed by Requestor's Department Chair)

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

Print Name _____
Signature _____
Date

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 PI Account Service Request for the Biochemistry Stockroom in Blue Services

Directions for PI Biochemistry Stockroom Account 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.

Usage: This form is for Departments or Principle Investigators to request a Biochemistry Stockroom account.

Departments: The Chief of Staff, Departmental Administrator, or other top staff title in a Department may request an account with the Biochemistry Stockroom so that they, or their support staff, may purchase items for use by their general Department and courses. This account should not be used to purchase items for a Principle Investigator, as they should request their own account.

Principle Investigator: A principle investigator is a faculty member of the University at Buffalo who operates a research group.

If you are working for a Principle Investigator, you should use the Biochemistry Stockroom Designee Request form.

Section A:

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

Section B:

Your signature is required in this spot to indicate that you have read and understood that your monthly bill is due within 30 days of receipt. Any account that is more than 90 days behind may be suspended until such time as all back payments have cleared. You are also acknowledging that all materials purchased through the Biochemistry Stockroom will only be used for authorized purposes here at the University at Buffalo and that they will not be taken off campus or used for any other purpose. Finally, you are 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 C:

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 Biochemistry Stockroom. This should be completed by the requestor's Office of the Chair.

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

Telephone: (716) 829-2730

Email: BCHSTKRM@buffalo.edu

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