

Gas Cylinder and Laboratory Alcohol Request Form

Material Control and Asset Management

CRB, Room 103

Phone: 256-824-6315

Fax: 256-824-7448

Important Instructions and Information

- Completion of the Gas Cylinder and Laboratory Alcohol Request Form is required prior to requisitioning containerized gas or laboratory alcohol.
- Requests not bearing the authorized Departmental, Principle Investigator, or Budget Unit Head signature or not properly completed cannot be processed.
- This form is used to assist in conduction property accountability and inventory actions and payment of rental and usage fees.
- To expedite delivery, fax or hand deliver your request to the Central Receiving Building, Room 103.
- This form must also be used to record all gas containers to be returned to the vendor. Any empty or unused gas containers must be noted at the bottom of this form by either the cylinder ID or serial number and location. The authorization to return must be signed and dated by the Principle Investigator or Budget Unit Head. No containers will be picked up without the appropriate signature.
- A completed copy of this form, with the vendor's signature, delivery date, and pick up date will be faxed to you for your records.
- Any Organization Number or Funds found to be inactive or not data-enterable will be charged back to your home labor account.

Type of Gas or Alcohol	Quantity	Size and Purity	Requesting Department	Custodian Name	Delivery Location: Building and Room	Account Number

Name of Departmental or Principle Investigator**: _____ Phone: _____

Signature of Departmental or Principle Investigator**: _____ Date: _____

Name of Budget Unit Head: _____ Phone: _____

Signature of Budget Unit Head: _____ Date: _____

****for Contracts & Grants accounts**

Gas Container Authorized Return

Request Date: _____ Fax Number: _____

Container ID or Serial Number	Pick Up Location	Name of Authorized Signer	Authorized Signature

Delivery Date: _____ Vendor Signature: _____

Pick Up Date: _____ Central Receiving Signature: _____