PROSEDUR PEMBELIAN & PESANAN BAHAN KIMIA DAN BARANGAN PAKAI HABIS PENYELIDIKAN

Procedure for Purchasing & Ordering of Chemicals and Laboratory Consumables
CARTA ALIR / FLOWCHART

Fill in the form (chemicals/consumables)

Send it to the officer in charge:

Cik Siti Fatimah
Encik Supian

Officers will find quotations

Confirmation of order

Approval from supervisor

Proceed with purchase order

PBT

CGAT

Puan Jastina
jastina.ukm@gmail.com
Items received and documented by the person in charge.

The item will be dispatched to the student.
• Please fill the form completely, precisely, and accurately.
• Failure to provide information could delay receipt of item.
• If you do not have a source preference for your order, your supplies will be ordered from any suitable vendor.
• Please contact the person in charge for any queries.
ORDER FORMS

Order Form for Laboratory Consumables

Order Form for Chemicals
ORDER FORMS (online)

ORDER FORM (Laboratory consumables and supplies)

- Completely fill out the form for all laboratory consumables and supplies request. Failure to provide information could delay receipt of items.
- Today's Date:
- Laboratory name the supplies will be stored:
- Investigator (user):
- E-mail:
- Supervisor's Name:
- Grant Number:
- Laboratory Consumables and Supplies
- Quantity
- Company Preference
- Catalogue Number

*If you do not have a source preference for your order, your supplies will be ordered from any suitable vendor.

Please email this form to jastina.ukm@gmail.com or print and place in Bioinformatics lab.

Signature of approval: ____________________

ORDER FORM (Chemical)

- Completely fill out the below for all laboratory chemical(s) request. Failure to provide information could delay receipt of items.
- Today's Date:
- Laboratory name the chemical(s) will be stored:
- Investigator (user):
- E-mail:
- Supervisor's Name:
- Grant Number:
- Chemical(s)
- Quantity
- Company Preference
- Catalogue Number

*If you do not have a source preference for your order, your chemical will be ordered from any suitable vendor.

Please email this form to jastina.ukm@gmail.com or print and place in Bioinformatics lab.

Signature of approval: ____________________
• PBT student please send your application to Cik Siti Fatimah and Encik Supian.
• CGAT student can send through email to jastina.ukm@gmail.com
• Or place the old version form in Bioinformatics Lab.
Thank you