1. Send a chemical order request to the Regulated Materials Management Center’s Centralized Chemical Purchasing program. Orders can be submitted in the following ways:
   A. Fax order to 766-3699. Fax request with all pertinent information (see below) or a completed copy of the RMMC’s Chemical order form: http://www.uwyo.edu/risk/safety/_files/Docs/Forms/ChemicalOrderForm.doc
   B. Fill out and submit the Chemical Order form at the EHS web site: http://www.uwyo.edu/safety/chemorders.aspx;

2. The following information must be on any chemical order request submitted:
   a. The date of the purchase request
   b. The Principal Investigators’ name
   c. The name of the person submitting the order
   d. The delivery address, building, and room number
   e. A campus phone number where we can contact you or the Principal Investigator (no cell numbers, please)
   f. A full description of what you are ordering (vendor, quantity, catalog number, chemical compound)
   g. Special instructions (examples: requested delivery date, special billing instructions, price limitations).

3. Once the request is received, the order will be processed and a confirmation email is sent to the Principal Investigator and person who placed the order.

4. If you have any questions, please contact Linda Mickley at the RMMC (766-3696, or mickley@uwyo.edu)