

Physical Sciences Stores Guidelines

Department Orders (personal chemical orders)

- Lab personnel are responsible for picking up and transporting chemical orders from PS Stores
- For a large amount of packages, use a cart to transport the chemicals.
 - It is recommended you bring a cart as PS Stores may not have any to borrow
 - If you need to borrow a cart from PS Stores, you must ask a Store employee before taking the cart and it must be returned immediately.
- Lab personnel are responsible for transferring their chemicals in CBIS upon retrieval.
 - Two computers located at the checkout station can be used for this purpose.
 - *All chemicals need to be assigned a location.*
- The PS Store does not recommend lab mates to pick up chemicals for one another as this can cause confusion and items being lost or misplaced.

NOTE: The PS Store does not have any information in regards to your chemical orders tracking information, estimated time of arrival, or backorder status. Please contact Purchasing for the status of personal orders.

Purchasing Chemicals from the PS Store

- Users must have a valid funding account to set up a CBIS account to purchase items.
- Chemicals must be carried in secondary containers. PS Stores have appropriate carriers/carts that can be borrowed (if available) for transportation but they need to be returned immediately.
- Lab personnel are responsible for making sure purchased chemicals are transferred to the correct location in their CBIS inventory.