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|  |  **ICMS Laboratory Purchase Request Application**  |
| **（申請人請先參閱備註之重要事項，填寫表格後交到實驗室技術員處。）** |
| **Requester Information** |
| Name |  | Student No. |  | Office |  |
| E-mail |  | Tel./Ext. |  | Date |  |
| P.I. |  | Fund Source | 🞏 FDCT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 RC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Purchase Items** ***If space provided is not enough, use an additional form. 若此表位置不足，可使用附件表格續寫。*** |
| Chemicals | Item | Product Name(Specification & Grade) | Brand & Cat. No. | Packing | Qty | Unit | Price | Storage Location |
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| 🞏 | 2 |  |  |  |  |  |  |  |
| 🞏 | 3 |  |  |  |  |  |  |  |
| 🞏 | 4 |  |  |  |  |  |  |  |
| 🞏 | 5 |  |  |  |  |  |  |  |
| Total Amount |  |  |
| **Justification** |
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| **Supplier & Delivery Information** |
| Supplier Name |  | Tel.: |  |
| Estimated Delivery Date |  | Deliver to*(Name & Location)* |  |
| **Signature** |
| ***Prepared by: Requester***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ***Checked by: PI***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Checked by: ICMS Management Committee***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ***Approved by Directorship***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Comment** |
| ***HSEO Comment*** | ***Follow up by Lab Technician*** |
| **Purchase Items**  |
| Chemicals | Item | Product Name(Specification & Grade) | Brand & Cat. No. | Packing | Qty | Unit | Price | Storage Location |
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| Total Amount |  |  |

備註Note:

1. 所有自購的實驗室用品，包括耗材、化學試劑、儀器等必須填寫此申請表，由申請人及PI簽署後交到技術員辦公室登記；
2. 所購之貨品資料，包括品牌、型號、級數（化學試劑適用）、包裝單位、申購數量、金額及儲存位置（化學試劑需注明房間編號及試劑櫃編號，如N22-6026 11-chem-01）必須填寫；
3. 如所購物品屬於高危化學品，必須經過學校安全部批准，送貨時必須向供應商注明送到N22-G014室作登記；
4. 如屬自購貨品(少於MOP15,000)，請一併提供單據副本及編號以作記錄；
5. 若頁一的表格位置不足，請填表頁二的附件表格續寫。

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| Total: |  |  |

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