The University of Texas Department of Chemistry and Biochemistry

Chemistry Research Storeroom
Web Registration Form for On-Line Purchases

NEW ☐ **UPDATE** ☐

The following information is needed for each person to make purchases from Fisher in the Chemistry Research Storeroom in Welch Hall & NHB. All fields marked with a * are required. Return completed form to Katy Cotten in the Administrative Office at WEL 2.310B. Phone: 475-9571, Fax: 471-6835, Campus Mail Code: A5300, E-mail: k.cotten@austin.utexas.edu

***Date_____ *Department _____**

***Principal Investigator/Academic Advisor _____**

***Customer First Name_____ *Last Name_____**

***Lab or Office Phone_____ *UT-EID_____**

***Building & Room Number _____*E-mail_____**

***PI Signature _____**

Please list the 10-Digit UT Account Numbers that this user is authorized to use:

*10-Digit Account Number	Expiration Date	*10-Digit Account Number	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Fill out this section ONLY if PI/Advisor wants or needs to approve purchases:

Name of Approver_____ Phone _____

Signature of Approver_____ Date _____

Restrictions or conditions requiring approval (check all that apply):
☐ **All Purchases** ☐ **Purchases over the following amount $ _____**

Your username and password will be capitol UTX and your EID in lowercase for Welch Hall and capitol NHB and your EID in lowercase for the storeroom in NHB on www.fishersci.com
EX: UTXabc1234 or NHBabc1234. Username and password are case sensitive.