

Procedure to Purchase items from the Chemistry Stockroom – updated 4/2026.

For CCB Faculty/Staff and all other Rutgers Departments

Chemistry Stockroom hours: Monday through Friday, 8:30am – 12pm & 1pm – 3:30pm

Non-CCB customers: If you require temporary building access to purchase items in the stockroom on Monday, Wednesday, or Friday from 11am-3pm, please contact Andy DeZaio at 848-445-6790 or adezaio@chem.rutgers.edu

General: The Chemistry Stockroom sells mainly chemicals, gases, dry ice, liquid nitrogen, and some limited lab & office supplies to CCB and other departments at Rutgers University. We also print posters.

Location: We are in room 1215 in the Chemistry & Chemical Biology Building, 123 Bevier Road, Busch Campus, phone # 848-445-3756

Requirement: To purchase supplies from the Chemistry Stockroom, you must have an approved Marketplace IPO

All orders must be placed and picked up in person at the Chemistry Stockroom window, with the exception of transported chemicals. Please contact REHS at 848-445-2550 to coordinate.

1. New customers, please contact Barbara Schweitzer at 848-445-8603 or BS851@rutgers.edu to obtain a customer number. You must have a customer number to create an Internal Purchase Order.
2. Existing customers:
 - CCB faculty/staff, please contact Malak Awad at AWADM@rutgers.edu listing the account number and amount you would like to use.
 - All other departments, please create an IPO using the Marketplace Internal Supplier IPO: Chemistry stockroom NB (#1000). Blanket IPOs are acceptable.

Price List: A current product price list is available on our website at <http://chem.rutgers.edu/admin-policies-and-procedures>

Questions regarding this procedure: Please contact Malak Awad at 848-445-9613 or AWADM@rutgers.edu

Questions regarding items for sale or availability: Please call the stockroom clerk, Steve Young, at 848-445-3756