

Procedure to Purchase items from the Chemistry Stockroom – updated 11/20/20.

For CCB Faculty/Staff and all other Rutgers Departments

COVID-19 update: Chemistry Stockroom hours will return to normal on 6/29/20, that is, M – F 8:30am – 12pm & 1pm – 3:30pm.

Non-CCB customers: if you require temporary building access to purchase items in the stockroom (MWF 11am – 3pm), please contact Andy DeZaio 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 & Hours: We are located in Room 1215 in the Chemistry & Chemical Biology Building, 123 Bevier Road, Busch Campus, phone # 848-445-3756. We are open Monday – Friday, from 8:30am – 12pm & 1pm – 3:30pm.

Requirement: In order to purchase supplies from the Chemistry Stockroom, you must have an approved Marketplace IPO.

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

1. New customers, please contact Barbara Schweitzer 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 AWADM@rutgers.edu via email, 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 perfectly acceptable.

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

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

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