

ORDERING EQUIPMENT/SUPPLIES FOR SCIENCE COURSES

Updated August 18, 2006

BIOLOGY AND CHEMISTRY COURSES

Equipment vs. Supplies

In general, these guidelines deal with the ordering of supplies – consumables, chemicals, glassware. In contrast, equipment would be defined as any item that has a lifetime expectancy of over 5 years (i.e., spectrophotometer, microscope, balance, anatomy model, etc.). However, if you feel you need such equipment items, you are free to submit your request as you would supplies. It may or may not receive approval, depending upon budgetary constraints.

Semester vs. Big Order

Big Order

Each year in March/April the Departments of Biology and Chemistry submit a comprehensive list of items to be purchased for the upcoming fiscal year. These are items like beakers, flasks, chemicals, gloves, etc. etc. By sending the list out for bid we get the items at a significantly reduced price. Therefore each instructor should keep an on-going list and submit it at this time. In other words you are keeping a list of things you need for a full year. Of course items that are perishable would not be ordered on the Big Order and would be submitted as needed.

The Big Order for both Biology and Chemistry is being coordinated through the Department of Biology. When it is time to submit your Big Order list, the Biology secretary will e-mail you with a form to complete and return via e-mail. The deadline will be included in the e-mail.

Chemistry Instructors: Also carbon copy your Big Order requests to Philip Crawford at pcrawford@semo.edu, and Charlie Vaughn at cvaughn@semo.edu.

Big Order items will be shipped directly to the individual Regional Centers (RCs) and you will unpack per the instructions below.

Semester Orders

Obviously not everything can/will be included on the Big Order and will need to be ordered at other times. As supplies run out and you cannot wait until Big Order time, you should submit your request to the departmental secretary. This would include any live material too. This kind of order (assuming it is under \$500) needs to allow for processing and shipping and will need to be submitted 2 weeks before needed. The respective departments will either ship the items down to you or arrange for the vendors to ship your items directly to the RCs.

Biology Instructors Contact:

Vicki Howell, Department of Biology Secretary
573-651-2170
Mailstop 6200
vhowell@semo.edu
Monday-Friday 8:30-5:00

Chemistry Instructors Contact:

Mr. Charlie Vaughn, Stockroom Manager
Department of Chemistry
573-651-2800
cvaughn@semo.edu

Everyone, your requests should include the following information:

Vendor – Company name and address
Your name
Your location – where should this item be shipped
Date needed

For each item you need to specify:

Quantity needed
Unit – be as complete as possible (i.e., don't say 1 case, but rather 1 cs/12; or 2 pk/144, etc.)
Catalog number
Brief description
Unit price

What to do when the item(s) arrive:

If the center's support staff have not already processed the item, then you, as the instructor, will need to unpack the items. The package should have a packing list included. Check each item received against the packing list and mark it in such a way that it is obvious what was received (i.e., circle the quantity shipped). You should also sign and date the packing list and mail to DoB secretary, MS 6200. You may also mark on the packing list if an item is broken or damaged. Please also indicate if you want a replacement or if we should ask for credit. The DoB secretary will handle getting the replacement or credit from the vendor once notified. If a packing list is not included in the package, then make your own make-shift packing list. Simply make a list of items received, indicating numbers received, date, and sign – like you would have done on the company packing list.

Microbiology (BS240)

The main campus will provide to each satellite center the prepared media, bacteria cultures, and waste disposal necessary for microbiology class, per your separate instructions. However,

items like test tube racks, gloves, inoculating loops, etc. should be ordered through the normal Big Order or semester ordering system; they cannot be provided on demand from the main campus.

Please contact Vicki Howell if you have any questions.

PHYSICS/GEOSCIENCE COURSES

Equipment vs. Supplies

In general, these guidelines deal with the ordering of supplies – consumables and small physics lab items such as thermometers. In contrast, equipment would be defined as any item that has a lifetime expectancy of over 5 years (i.e., spectrophotometer, microscope, balance, anatomy model, etc.). However, if you feel you need such equipment items, you are free to submit your request as you would supplies. It may or may not receive approval, depending upon budgetary constraints.

Orders

As supplies run out you should submit your request to the departmental secretary. This kind of order (assuming it is under \$500) needs to allow time for processing and shipping and will need to be submitted 3 weeks before needed.

Your request should include the following information:

- Vendor – Company name and address
- Your name
- Your location – where should this item be shipped
- Date needed

For each item you need to specify:

- Quantity needed
- Unit – be as complete as possible (i.e., don't say 1 case, but rather 1 cs/12; or 2 pk/144, etc.)
- Catalog number
- Brief description
- Unit price

e-mail this information to the Physics and Engineering Physics (DoP&EP) department secretary.

(If you don't have a catalog, contact the DoP&EP secretary and tell her what you want to order and she will look it up in a catalog in the department--Sargent-Welch (preferred), Fisher, or Frey).

Department of Physics and Engineering Physics Secretary
Theresa Buttry
573-651-2167
Mailstop 6600
tbuttry@semo.edu
Monday-Friday 8:30-5:00

What to do when the item(s) arrive:

If the center's support staff have not already processed the item, then you, as the instructor, will need to unpack the items. The package should have a packing list included. Check each item received against the packing list and mark it in such a way that it is obvious what was received (i.e., circle the quantity shipped). You should also sign and date the packing list and mail to DoP&EP secretary, MS 6600. You may also mark on the packing list if an item is broken or damaged. Please also indicate if you want a replacement or if we should ask for credit. The DoP&EP secretary will handle getting the replacement or credit from the vendor once notified. If a packing list is not included in the package, then make your own make-shift packing list. Simply make a list of items received, indicating numbers received, date, and sign – like you would have done on the company packing list.

Please do this as quickly as possible as vendors will not be paid until the packing slip is received in the DoP&EP office.