

1. The Radiation Protection Division (RPD) must approve, and place, **all** radioactive material orders.
2. Complete all sections of this order form. Requests will be delayed if the form is not complete. *If you have a special quote from a vendor indicate the quote number and vendor contact at the bottom of the form.*
3. Orders must be **received by 11:00 a.m.** for same day ordering. Call **(612) 626-1137** if you have any questions.
4. Email or fax the completed form to the Radioactive Material order desk, W-164 Boynton Health Service.
5. **Please make sure** to include the **Project** and your **Employee ID** number in the appropriate **fields** as indicated.

Fax: (612) 625-1608
Email: rpdorder@umn.edu

Permit Holder (first and last name)		Department	
Deliver To (room and building) -		Name of person placing the order () -	
Name of Person Using Isotope	Phone of Person Using Isotope () -	eMail Address	

University of MN – EFS Account Code Information

Fund	Dept ID	Account	Program	PCBU	Project
		720208			
Activity	Chart Field 1	Chart Field 2	Empl ID	Cost Share	
1					

Dept. Authorization Signature (if required)		
Department Accountant	Accountant Phone () -	Accountant Campus Address

Vendor				Only items from one vendor may be listed on this form.		
#	Catalog Number	Isotope	Quantity	Unit Activity (mCi)	Unit Price	Requested Delivery Date
1						
2						
3						
4						

Do you want this material ordered if the vendor cannot meet your requested delivery date? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how much delay is acceptable ? ___ days.	
Date of Request:	Ordering Person's Signature:

Notes:

For RPD Use Only

1)	2)	3)	4)
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