RADIOACTIVE / CONTROLLED SUBSTANCE PURCHASE APPROVAL PROCESS

End users must request Radioactive and Controlled Substance orders using the Radioactive/Controlled Substance requisition request form. Orders not placed using the below process will not be processed.

1. Click on the following link for access to the form: Radioactive/Controlled Substance

2. Click on Add the Document:

3. Give a description of the order

4. List the vendor the order will be placed with

5. End user can list the vendor quote number and attach an electronic quote (if applicable). It is preferred the end users attach any quote received.

6. In the Item Description box, list each line item as indicated on the vendor quote

   a. The first line of the box will allow you to add shipping cost, if applicable

   Note: if the quote does not contain shipping, contact the vendor to ensure freight will or will not be included.

   b. To insert additional items, click on

   c. Follow step “b” above until all items are listed from the attached quote.

7. In the Speedchart/Project ID box, list the speedchart or project ID (Grant or Facilities Project) to be used on the requisition or purchase order.

Once the speedchart/project ID is added, the “Routes To” approver will populate for budget approval routing.

   a. To add additional expense rows, click on add row button

      i. Add Speed Chart/Project ID

      ii. Add Line Item Cost

   b. Follow step “a” until all accounts are listed.
8. Click on Submit to initiate approval routing

Next Steps: Once the document is approved by the end user, SharePoint will send a confirmation email to the creator for record purpose.

   a. The document will route to Environmental Health Safety and Risk Management for approval.
   b. Once approved, the document will route to Purchasing so the order maybe processed.
   c. After the order is process and placed by Purchasing, an email copy of the PO will be forwarded to the end user for record.