

## How to Request Approval to Order Radioactive Material

### 1. Purpose and Conditions:

- This form applies to all radioactive materials purchased and received under MU's License.
- Complete separate form for each vendor you use to order radioactive material a unique Job/Order Number will be issued for each vendor.
- You may use any credit card you are allowed to use. EHS does not want to know your credit card number(s). EHS is not aware of limits on credit cards. You must follow card limits set by your department and P/MM.
- Remember when placing your order, the University has pricing discounts previously negotiated with several vendors – contact Kevin Summers, P/MM for details.
- All radioactive material must be delivered to EHS unless a special condition is approved for your authorization.
- Remember to submit a "Notification of Radioactive Material Order" each time you order radioactive material. If you have a routine scheduled receipt of radioactive material, please contact the Radiation Safety Office to set up the schedule and assess whether approval for each order is necessary.

### 2. Complete the Form as Follows:

- Print Authorized User name and number who will be receiving the radioactive material. It does not matter who is paying for the material as long as the Authorized User receiving the material has been approved to order by credit card.
- Print the full name of the Vendor.
- The authorized user must sign and date the form.
- Provide fax number if you wish to have the approved form faxed back to you.
- Fax or mail the completed form to EHS. The EHS fax number is (882-7940).
- When approved by EHS (form dated and signed under EHS approval), the form will be faxed back to you. If there is a problem with the request, the Radiation Safety Staff will contact the authorized user.
- Please use the Job/Order Number only when ordering radioactive material from this vendor. Report the Job/Order Number in the Purchase Order Number field when submitting your "Notification of Radioactive Material Order"

### 3. Completing Your PaymentNet Entry:

- After your radioactive purchase appears on the PaymentNet System, you must update the Job Number field with the Job/Order Number your "Notification of Radioactive Material Order"
- **The EHS & PMM departments strongly suggest that you type "Radioactive Materials" in the comments field of the transaction in the PaymentNet system.**