

Procedure to Purchase items from the Chemistry Stockroom including large formatted poster services

General: The Chemistry Stockroom sells Ethanol, Acetone, Nitric Acid, gases, Dry Ice, Liquid Nitrogen, some lab supplies and poster printing services to Chemistry and non-chemistry departments at Rutgers University.

Location & Hours: We are located in Room 1217 in the New Chemistry Building, 123 Bevier Road, Busch Campus, phone # 848-445-3756. We are open Monday – Friday from 8:30am – 12pm & 1pm – 3:30pm.

RU Marketplace IPO: Requisitions should be submitted using supplier “IPO: Chemistry Stockroom NB (# 1000).

Requirement: In order to make purchases from the Chemistry Stockroom, you must have an approved IPO. All orders must then be placed/picked up in person at the Chemistry Stockroom window with the exception of vehicle transported chemicals/gases. Please contact REHS 848-445-2550 to coordinate.

1. New customers, please contact Lydia Haynes @ 5-2748 or Lydia.Haynes@rutgers.edu to obtain a customer (user) number. You must have a customer number in order to create an IPO.
2. Existing customers with a valid customer number, logon to RU Marketplace via Cornerstone. From the Home page, select “forms”(located top center of screen), select “Internal Purchase Orders” and scroll down to find our supplier name (they are in alphabetical order).

Price List: Available at the stockroom window or upon request and on this site.

Questions regarding this procedure: Please contact Lydia Haynes @ 5-2748 or Lydia.Haynes@rutgers.edu.

Questions regarding items for sale or availability: Please call the stockroom clerk @ 5-3756.