environmental health & safety | radiation safety

**RAM Purchase Approval Request**

**Guidance**

1. **Standing Purchase/Blanket Order**
* Activity per Shipment amount must be within PI’s possession limit (see authorization document).
* Total Activity amount must be within PI’s yearly limit (see authorization document).
* Units of measure other than mCi must be properly annotated.
1. **Receiving RAM from another institution** - Enter name of institution into Vendor column of One Time Purchase Request section.
2. **Submission** - Save completed form and email to RADPURCH@CUANSCHUTZ.EDU
3. **EHS response**
* Requisition numbers for each approved request will be sent by email within two hours following request submission, or the next business day if request is submitted after 3 p.m.
* For immediate response, or if it has been more than two hours since request was submitted, call EHS at 303-724-0345.
1. **Ordering**
* Do not place order before receipt of requisition number(s) from EHS.
* Inform vendor that all RAM shipments must be identified with the PI name and requisition number on the address label and packing list.
* If ordering through CU Marketplace, refer to [Ordering RAM in CU Marketplace](http://www.ucdenver.edu/research/Research%20Administration%20Documents/Ordering%20RAM%20in%20CU%20Marketplace.pdf) for guidance.
1. **RAM purchases may not ship directly to the lab. All RAM purchases must deliver to:**

**EHS Support Facility**

**13178 E. 19th Ave.**

**Aurora CO 80045**

1. **Questions** - Call EHS at 303-724-0345.

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**RAM Purchase Approval Request**

**Contact information**

Requestor: Phone:

Email: @ucdenver.edu Date:

**Authorization information**

PI:

Authorization number(s):

Authorized location (bldg. and room):

**One-time purchase request**

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| **User’s name** | **Vendor** | **Catalog number** | **Compound** | **Isotope** | **Number of vials** | **Activity per vial (mCi)** | **Total activity (mCi)** |
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**Standing Purchase / Blanket Order request**

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| --- | --- | --- | --- | --- | --- | --- |
| **Vendor** | **Start date** | **End date** | **Compound** | **Isotope** | **Activity per shipment (mCi)** | **Total activity (mCi)** |
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**Comments:**