



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.

2. Receiving RAM from another institution - Enter name of institution into Vendor column of One Time Purchase Request section.

3. Submission - Save completed form and email to radpurch@ucdenver.edu.

4. 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.

5. 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](#) for guidance.

6. 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

7. Questions - Call EHS at 303-724-0345.



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Radiation Safety will observe the following schedule during the coming holidays:

- Wednesday Nov. 21: Office closes at 12pm
- Thursday/Friday Nov. 22 & 23: Office closed for Thanksgiving Holiday
- Friday Dec. 21: Office closes at 12pm
- Monday/Tuesday Dec. 24 & 25: Office closed for Christmas Holiday
- *Wednesday Dec. 26 & Monday Dec. 31: reduced staffing
- Tuesday Jan. 1: Office closed for New Year's Day Holiday

Please do not schedule any RAM orders/deliveries for these dates.

*For Wednesday Dec. 26 and Monday Dec. 31 only, if you need to receive a RAM package, please let us know ASAP so we can make arrangements for receiving your material.

Contact information

Requestor: _____ Phone: _____

Email: _____@ucdenver.edu Date: _____

Authorization information

PI: _____

Authorization number(s): _____

Authorized location (bldg. and room): _____

One-time purchase request

User's name	Vendor	Catalog number	Compound	Isotope	Number of vials	Activity per vial (mCi)	Total activity (mCi)



Standing Purchase / Blanket Order request

Vendor	Start date	End date	Compound	Isotope	Activity per shipment (mCi)	Total activity (mCi)

Comments: _____
