



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](mailto: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. 19<sup>th</sup> Ave.

Aurora CO 80045

#### 7. 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**

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: \_\_\_\_\_

\_\_\_\_\_