

## Purchasing Chemicals for Your Research

Chemicals can be purchased using your grant funds so long as it was written in the grant and there is budget on the grant for the purchase. You can purchase the chemicals either via a PO or using your corporate card.

- You will have to submit an EH&S Reporting Authorization form within 24 hours of the purchase. Please note that the approved form will have to be attached to the reconciliation in Concur.
  - [EH&S Purchasing Assessment Tool for Hazardous Materials \(smartsheet.com\)](https://smartsheet.com)
- If you choose to purchase the chemicals using a PO you must ensure that the vendor accepts POs as a form of purchase. The EH&S form should be filled out prior to the submission of the requisition so that it can be attached to the requisition.
  - Guide for submitting requisitions: [Requisitions \(csusb.edu\)](https://csusb.edu)
- It is important to note that all hazardous materials such as chemicals must be added to the user's chemical inventory upon receipt. Please visit CSUSB EH&S website for more Chemical Safety information.
  - [Chemical Safety | Environmental Health and Safety | CSUSB](#)