Purchasing chemicals

Laboratory manager

Staff/Student

Laboratory staff

1. Check chemical stock availability and suitability
   - YES: Forward purchase request form to supervisor for approval
   - NO: Complete purchase request form

2. Check student’s funding availability before proceed
   - YES: Proceed with order
   - NO: Inform and request staff/student to complete risk assessment form

3. Check chemical stock availability and suitability
   - YES: Provide chemical
   - NO: NO

4. Chemicals on chemalert?
   - YES: Proceed with order
   - NO: No

5. Proceed with order required?
   - YES: Go to Finance one process
   - NO: Pay by credit card

6. Send risk assessment form to lab manager for further action