

312 Form Completion Guidelines

The Chemistry Department's Stockroom is required to gather the following information in a 312 form for each set of purchases. Forms can be found through your department's main office.

All 312 Requisition Forms Must Have:

Company Number

FAO

Spend Category

Ledger Account (Note: If this field is not present on your form, write it in the Body section and label it *Ledger Account*)

Two different signatures accompanied with names printed legibly

Department Name

Owner of the account (e.g. Department's account, laboratory PI's account, etc.)

Department box number (i.e. where the yellow page and receipt should be sent)

The following rules apply:

If the purchase's funding comes from a grant, you must state why the cost is allowable and allocable to the proposed receiving FAO/Grant in Question #2. Example: *These chemical supplies were purchased and used for John Smith's lab. These are directly related to his work on the Proteomics Grant.*

You must use the triplicate form. A form in any other format (e.g. digital file, on plain printer paper) will not be accepted.

If you are using funds from 2+ accounts, list each account with the percentage of the total cost that each account will be paying.

If you are entering a requisition with multiple line items, you can include additional comments after the item description in the description field for each line item

If need to enter more than 7 line items, EITHER submit additional requisition form(s) OR write "see attached list" in line 7 and attach the list of additional items.