

the flow chart of chemical procurement for research purposes



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

KNOW YOUR NEEDS

- THE PURPOSE OF BUYING CHEMICALS
- CHEMICAL HAZARDS & SAFETY DATA SHEET (SDS)
- SUITABILITY & AVAILABILITY OF STORAGE

FILL UP & APPLY

UTM.K.09.16/CP/2019/3
CHEMICAL PURCHASING APPLICATION FORM

SUBMISSION

SUBMIT THE FORM TO YOUR DEPARTMENT'S REPRESENTATIVE

ENDORSEMENT BY CMU

RETURN & KEEP

KEEP THE FORM FOR RECORD & PAYMENT

PURCHASE

- BY RESEARCHERS
- FOR PROCUREMENT ABOVE RM 5K, PLEASE PROCEED TO RMC FOR L/O ISSUANCE

RECEIVE & PREPARE

- CHEMICALS, SDS, INVOICE & DELIVERY ORDER
- PREPARE / UPDATE CHEMICAL REGISTER & INVENTORY
- STORING

PAYMENT

L/O OR/AND INVOICE, DELIVERY ORDER,
APPLICATION FORM

