ETHYL ALCOHOL ORDER

1. Go to the Campus Business Services website: [https://cbs.ucr.edu/](https://cbs.ucr.edu/), scroll over the Receiving Services tab.

2. Click on Ethyl Alcohol Form from the drop down menu.

3. The online Ethyl Alcohol Order Form will open. You will need to fill in all required fields marked with the red asterisks (*). Some fields are not required, but the more information you provide will help our department and your Approver when reviewing each request. Be sure to include your department Transactor’s information and Alcohol Custodian information.

![Ethyl Alcohol Order Form](image-url)
4. Enter the lab or location where you would like the alcohol delivered. If you wish to bring your containers in or will call, note that in the delivery fields as well since these are required fields.

**Delivery Information**

**Delivery Location Building** *
Will bring container to Receiving

**Delivery Location Room Number** *
Will call

**Alcohol Custodian Name**
Adam Smith

5. Enter requested quantity in the field next to the alcohol you would like to purchase.

**Order Information**

*Please fill in the quantity for each item:

- 43196111 - 200 proof - 1 gallon container - $14.88
- 43196112 - 190 proof - 5 gallon container - $62.27
- 43196113 - 190 proof - bulk (will need your container) - $10.09
- 43196114 - 190 proof - 1 gallon container - $12.25
- 43196115 - 200 proof - pints - $2.99

6. If you would like Receiving Services to pick up your containers to be filled, please click Yes and submit your form.

**Pick Up Containers**

- Yes
- No

[Submit]

7. Once you click Submit the form will be routed to Receiving Services for fulfillment. At this time Receiving Services staff will email the appropriate financial Transactor for FAU approval. Once approval has been granted, your order will be fulfilled.