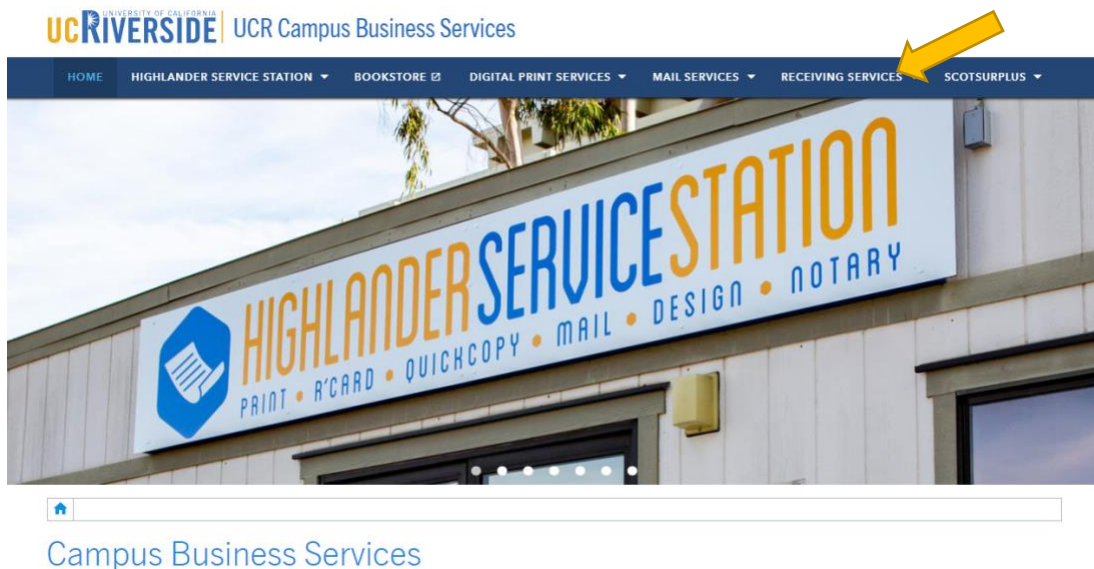


# ETHYL ALCOHOL ORDER

1. Go to the Campus Business Services website: <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

\* Indicates required field

### User Information

First *	<input type="text"/>	Last *	<input type="text"/>
Phone *	<input type="text"/>		
Email *	<input type="text"/>		
Department *	<input type="text"/>		

### Approving Transactor Information

First *	<input type="text"/>	Last *	<input type="text"/>
Email *	<input type="text"/>		
Phone *	<input type="text"/>		

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.