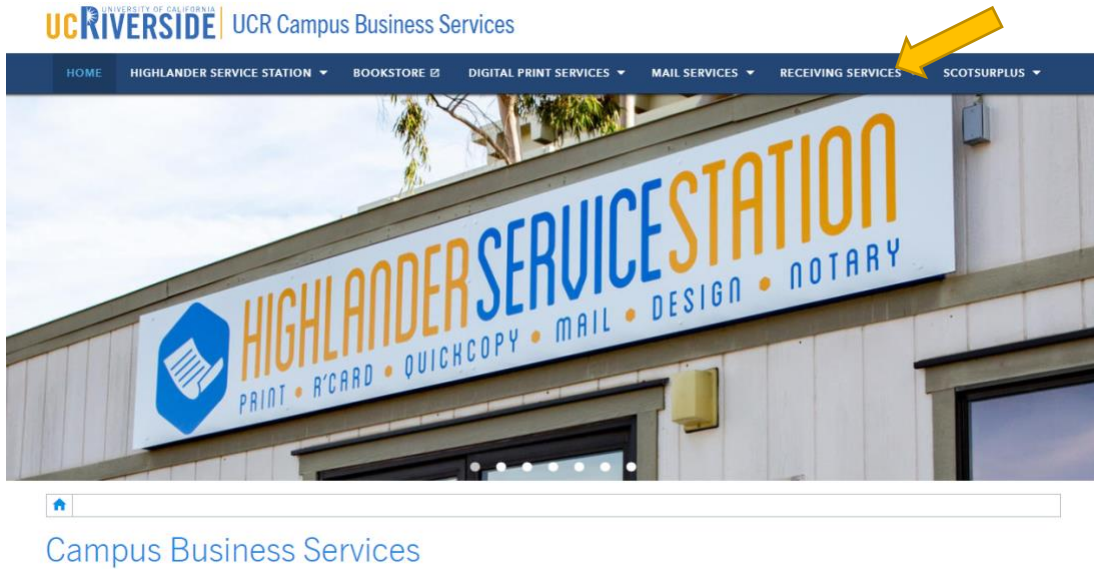


GAS CYLINDERS

1. Go to the Campus Business Services website: <https://cbs.ucr.edu/>, scroll over the Receiving Services tab.



2. Click on Gas Cylinder Form from the drop down menu.
3. The online Gas Cylinder 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. This person will be required to provide final FAU approval.

Gas Cylinder Order Form

* Indicates required field
User Information

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

Approving Transactor Information

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

- Note that the delivery location and room are for the cylinder, please do not include your office space as the delivery location.

Delivery Information

Delivery Location Building *

Delivery Location Room Number *

FAU Account Number

720240

Activity *

Fund *

Function *

Cost Center

Project Code

- Enter requested quantity in the field next to the cylinder you would like to purchase.

Order Information

Enter Quantity

13100-001 - Balloon Filler - \$68.87

13510-101 - Acetylene, 98.0% Technical Grade Medium - \$64.99

13512-102 - CARBON DIOXIDE, 50 LB, 99.95% PURITY, CGA 320 50# - \$15.02

13512-103 - CARBON DIOXIDE 20LBS, 99.8% PURITY, CGA 320 CERTIFIED FOOD & - \$13.82

- If you have empty cylinder that need to be picked up or have any other concerns, please enter that in the Notes section at the bottom of the form.

Notes

Please pick up 2 empty cylinders located on the back wall of room [203B](#). Cylinders have been noted as pick-up.]

Submit

- 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.