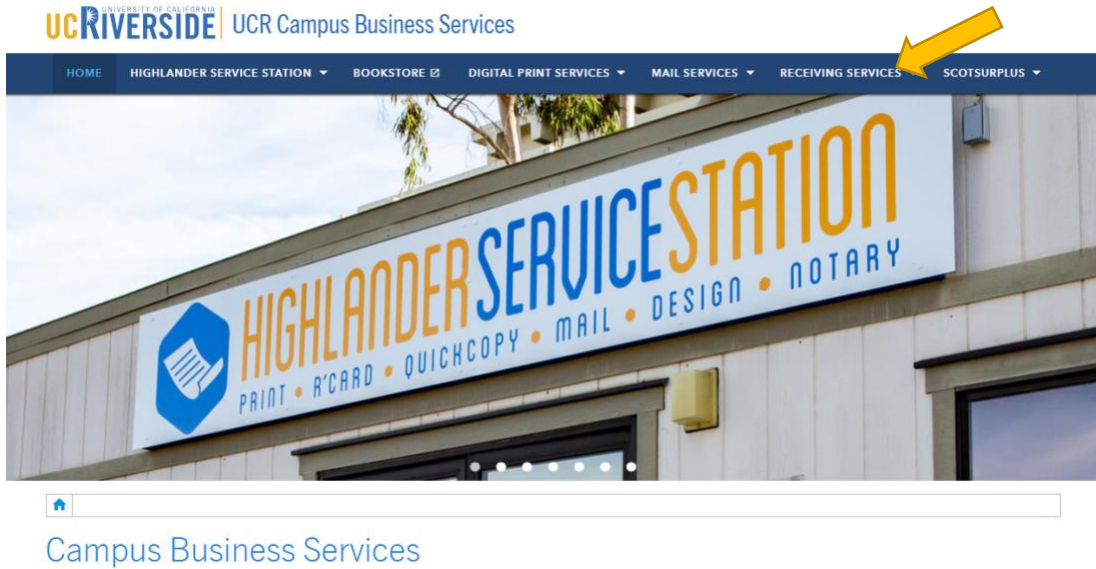


SPECIALTY GAS CYLINDERS

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



2. Click on Specialty Gas Cylinder Form from the drop down menu.
3. The online Specialty 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.

Specialty Gas Order Form

* Indicates required field
User Information

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

Approving Transactor Information

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

4. Please indicate whether you only require a quote or would like the order to be placed.

Order or Quote *

Order Quote

5. 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

Activity *

Fund *

Function *

Cost Center

Project Code

6. Fill in as much information as possible for the type of cylinder you are requesting.

Type of Gas

Pure Mix

Quantity

If mix, indicate components and percentages

Cylinder Size

(cu. Ft., lbs., vendor's specification)

Required CGA, Standard, or Other

Required CGA Standard Other...

Analyzed or Unanalyzed *

Analyzed Unanalyzed

Analyzed or Unanalyzed Specifications

Preferred Vendor (if any)

7. 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

8. 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.
9. If you are only requesting a quote, that quote will be emailed to you for approval prior to purchase.