

| PURCHASE REQUEST ROUTING SHEET | | | PR Number: |
|--|---------------------------------------|---|---|
| <i>Requestor: Indicate signature(s) required by checking appropriate box(es). Place routing sheet on top of Purchase Request Package and forward to first required Reviewer/Approver as indicated.</i> | | | |
| <i>Reviewers/Approvers – After processing, forward to next department checked. Last on list – forward to Purchasing Department</i> | | | |
| Approval Category | Signature/Date (sign & date below) | Reviewer/Approver | Approval Process |
| <input type="checkbox"/> Capital Equipment | | Building Coordinator | Review capital equipment PR to determine adequacy of utility requirements. Attach technical data and/or vendor literature to PR. |
| SIGNATURE/DATE | | | |
| <input type="checkbox"/> DEA Controlled Substances | | Program Area Drug Control Officer | All Purchases for DEA Controlled Substances |
| <input type="checkbox"/> DEA Controlled Substances | | Program Director | All Purchases for DEA Controlled Substances |
| <input type="checkbox"/> DEA Controlled Substances | | LASP Coordinator Dr. Raja Sriperumbudur (Backup – Dr. Jeremy Smedley) | All Purchases for DEA Controlled Substances |
| <input type="checkbox"/> DEA Controlled Substances | | EHS Coordinator Theresa Bell (Backup - Karen Barber) | All Purchases for DEA Controlled Substances |
| SIGNATURE/DATE | | | |
| <input type="checkbox"/> Animals and animal products | | LASP Coordinator Dr. Raja Sriperumbudur (Backup - Dr. Jeremy Smedley) | Rodent sera, rodent-derived products, live animals |
| SIGNATURE/DATE | | | |
| <input type="checkbox"/> Human Subjects | | NCI Institutional Review Board (IRB) Craig Gladden CMRP Office | Any research activity conducted at NCI-Frederick involving living, identifiable human subjects shall commence only with Institutional Review Board (IRB) approval or when exemption from this requirement has been received from the NIH Office for Human Subjects Research (OHSR) through the Office of Scientific Operations, NCI-Frederick, or the appropriate division office. |