



Laboratory Chemicals Authorization Letter for P-Card Purchases

Laboratory chemicals on the [US Department of Homeland Security Chemicals of Interest List](#) may **not** be purchased via P-Card. All other laboratory chemicals purchased via the P-card must be on the laboratory's Chemical Inventory List as required in the University's Chemical Hygiene Plan.

Instructions: For each P-card holder purchasing laboratory chemicals, this letter, which authorizes chemical purchases on the P-card, must be signed by the Department Chair and maintained by the department (along with other P-card records) as described in the [Financial Records Retention Schedule](#). Complete and save the letter below to validate that the P-card holder has a current Chemical Inventory on file with EH&S.

Date:

I, _____ authorize
Department Chair's Name and Title

_____ to purchase lab chemicals for:
P-card Holder's Name

_____ for Fiscal Year 20
Principal Investigator's Name

I certify that the Principal Investigator named above maintains a Chemical Inventory List as required by the University's Chemical Hygiene Plan, and that this list has been updated within the past twelve months to include all chemicals in the laboratories and all chemicals purchased on the P-card assigned to:

P-card Holder's Name

Department Chair's Signature*:

Department Chair's Signature (Name and Title)

P-card Holder's Signature:

P-Card Holder's Signature (Name and Title)

*Substitutions are not permitted, per Policy [05-02-12](#)