**ChemStores Solvent Refill Order Form**

**This form is intended for lab members dropping off a cart of bottles for solvent refills ONLY.**

**Fill out this form & email it to ChemStores (**[**cstores@uwaterloo.ca**](mailto:cstores@uwaterloo.ca)**) and CC your Supervisor/PI. Be sure to complete ALL requested information and details.**

**PICKUP INFORMATION:**

**Carts dropped off will be refilled the next day and available by the afternoon. They should be picked up by the requestor listed below.**

**BILLING INFORMATION:**

|  |  |
| --- | --- |
| **Date order placed:** |  |
| **Requestor Name (print):** |  |
| **Department:** |  |
| **Lab/Supervisor’s name (print):** |  |
| **Account number (18 digit):** | **60490 XXXXX-XXXXX XXX** |
| **Signature:** |  |

**Check if you would like a receipt for your order**

**ITEM LIST:**

**Enter total quantity of solvent being refilled in litres.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Solvent** | **Code** | **Quantity** |  | **Solvent** | **Code** | **Quantity** |
| **Acetone** | **CACE27** |  |  | **Isopropanol (IPA)** | **CISO04** |  |
| **Diethyl Ether** | **CETH28** |  |  | **Methanol** | **CMET51** |  |
| **Ethanol** | **CETH25** |  |  | **Methylene chloride (DCM)** | **CMET53** |  |
| **Ethyl Acetate** | **CETH24** |  |  | **Petroleum Ether** | **CPET02** |  |
| **Heptane** | **CHEP01** |  |  | **Soap** | **CSOA01** |  |
| **Hexanes** | **CHEX10** |  |  | **Toluene** | **CTOL01** |  |