

Center for Nuclear Receptors and Cell Signaling

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RESOURCES

Resources

This pages contain links to helpful resources for CNRCS personnel. Resources will be added on an ongoing basis.

- 1 • [Lab Ordering Form](#)

1. Locate the order form on the CNRCS website under the resources tab.

2. Choose the PI for your lab

SUBMIT INVOICES & QUOTES HERE

Will your order exceed \$10,000, including shipping and tariff fees?
If **YES**, please contact **Denice Valencia** at
dvalenc2@cougarnet.uh.edu.

2 Principal Investigator Lab *

Please select the responsible lab/department

Send me a copy of my responses

Submit

Powered by  smartsheet

[Privacy Policy](#) | [Report Abuse](#)

3. Choose your cost center.

4. Select your name as requestor

Principal Investigator Lab *

Please select the responsible lab/department

 × ▼

Liu's Cost Centers

Please select only the appropriate cost center(s). Do not select all.

If the correct cost center is not visible in the dropdown, you may add it manually.

3

 ▼

Requestor *

If your name is **NOT** listed in the dropdown menu, please contact jwjordan@cougarnet.uh.edu or peadekun@cougarnet.uh.edu to have your profile added.

 4 ▼

Request Category *

- Gases
- Chemicals
- Research Supplies
- Hazardous Materials
- Office Supplies
- Equipment
- P-Card Transaction
- Other
- Employee Reimbursement - Business Meals Only
- Employee Reimbursement - Non Business Meals

5. Select Employee Reimbursement-Business Meals Only

Please enter the details of your request in the Additional Commentary field below.

- 6 Business Meal Options *** **6. Choose one of the following options and see highlighted texts below for next steps**
- Less than 10 Participants
 - 10+ Participants

Less than 10 Participants: Please provide the names, titles, institutional affiliations, and/or their relationship to the University in the **Additional Commentary field below**.

Is this business meal for UH employees only? If YES, fill out and upload the following form "[Request for Approval of Refreshments or Meals for Business Meetings Involving UH Employees Only](#)".

10+ Participants: Please provide an estimated total attendance in the notes field.

Request Specifics

Transaction Amount * **7. Enter your reimbursement amount**

Requested Total Amount – enter the value shown on your quote/invoice (e.g., 11,500)

8 Purpose & Benefit *

Please provide the purpose of the purchase and/or describe how this request has or will benefit the University.

8. Provide a detailed purpose and benefit for the meal

Additional Commentary

9 Feel free to include any extra details, names, or explanations that you think are important for us to know to complete your request.

9. Enter your attendees names and affiliation, if applicable.


Date of Purchase * 10

mm/dd/yyyy Enter the date of your purchase

Supporting Documentation

Please provide all relevant information, itemized receipts and obtain your PI's approval if required.

Be as specific as possible to avoid processing delays.

11  Drop your files here
Browse

11. Upload your detailed receipt and reimbursement form if applicable

Send me a copy of my responses

Submit

12. Submit