

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

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.

Principal Investigator Lab *

Please select the responsible lab/department

Send me a copy of my responses

Submit

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2. Select the PI for your lab.

Principal Investigator Lab *

Please select the responsible lab/department

 ✕ ▼

Liu's Cost Centers

3. Select your cost center.

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 *

4. Select your name as the 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 P-Card Transaction

Request Specifics

6. Enter all of the required information and a detailed purpose and benefit

Vendor *

Select the Payee/Vendor. If the vendor is not shown in the dropdown, type the vendor's name manually.

Applicable Product Link

7. A link to your product is recommended to ensure the correct item is purchased

Transaction Amount *

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

Purpose & Benefit *

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

Additional Commentary

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

Add any additional comments you feel are relevant to your purchase. Additional links can be added here.

Date of Purchase *

8. Add the current date


 

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.

9. Upload a screenshot of your cart or invoice



Drop your files here
[Browse](#)

Send me a copy of my responses

Submit and Denice will place your order. If Denice is out of the office, Lola will place your order.

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