

# Sample Submission Form - Internal

## Surface Analysis Laboratory

**Lab Address**

008 Hahn Hall South  
 Department of Chemistry  
 Blacksburg, VA 24061  
[xufeng@vt.edu](mailto:xufeng@vt.edu)  
 (540)231-6604  
[www.sal.chem.vt.edu](http://www.sal.chem.vt.edu)

**To generate PO**

⇒ [hokiemart.vt.edu](http://hokiemart.vt.edu)  
 ⇒ Interdepartmental Service Request  
 ⇒ Supplier: VT Chemistry Surface Analysis Service Center  
 ⇒ Product Description: BLANKET PO for user name for the month of \_\_\_\_  
 ⇒ Estimated Price: \$300  
 \*Requisition - Funding - account: 1244R

**\*Current Rate: \$32.80/hr\***

**Billing Information**

User Name:	Best Contact Method:
Name of PI:	Department:
Purchase Order #:	

**Sample Information**

Composition:		
Quantity:	Form:	Submission Date:
To be included in Report & Expected Results:		
Sample Handling Instruction:		
Sample Disposal: <input type="checkbox"/> Return to User <input type="checkbox"/> Trash <input type="checkbox"/> Chemical Waste <input type="checkbox"/> Other: _____		
Check all that apply: Submitted samples are <u>NOT</u> <input type="checkbox"/> Radioactive <input type="checkbox"/> Biohazardous <input type="checkbox"/> Carcinogenic Submitted samples <u>DO NOT CONTAIN</u> <input type="checkbox"/> Fluorine		
User Signature:	Date:	