

RESOURCES

Resources

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

- [Lab Ordering Form](#)

1. Locate the lab order form on the CNRCS website under the resources tab
2. If your order exceeds \$10,000, do not fill this form out. Instead, contact Denice Valencia. Proceed to step 3 if this does not apply

SUBMIT INVOICES & QUOTES HERE

3. Choose the PI for your lab

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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Principal Investigator Lab *

Please select the responsible lab/department

Dinler Antunes Lab



Antunes' Cost Centers

4. Choose 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.



Requestor *

5. Select your name as the requestor

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

Type to search



Request Category *

6. Choose the category that best describes your lab order.

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

Request Specifics

6. Fill out all of the required information and provide 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.**

Purchase Order No. *

Associated Purchase Order Number

Tracking/Order No. *

Please provide a **tracking or order number**, if applicable.

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.

7. Add any comments you feel are relevant to your purchase.

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.

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.



Drop your files here

[Browse](#)

8. A quote or order confirmation is required

Send me a copy of my responses

Submit

9. Submit your request

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