



**University of Maryland, College Park  
Radiation Safety Office  
Radioactive Materials Order Form**

Use this form to request the purchase of **radioactive material**. Upon completion of this form, forward a copy to the Radiation Safety Office, Seneca Bldg., 4716 Pontiac St., Ste 0103. **Please email to [radiationsafety@umd.edu](mailto:radiationsafety@umd.edu)**. Your order will be placed by Radiation Safety staff using the **KFS Number** you indicate in the space provided. Please note: Radiation Safety does not accept purchasing card numbers for radioactive material orders.

Date	Name of Person Requesting Material
<b>UM KFS Number</b>	Department Phone Number
Business Manager Name (Print)	Business Manager <b><u>Signature</u></b>

Sign above, or in lieu of signature, include approval statement for KFS transfer in email correspondence.

**(Description of item)**

Vendor Name	Catalog Number
Product Name	Activity (amount) _____ uCi _____ mCi
PI Name (print)	<b>Estimated Cost (optional)</b>

Radiation Safety will order the material and send a confirmation email to the Principle Investigator with the product cost including shipping fees. All costs incurred will be transferred to the PI using the KFS Number provided above. This request for radioactive material will **NOT** be processed without a proper signature and description of item. If you have any questions, please contact Radiation Safety at 301-405-5715.

<b>RSO USE:</b> Req# _____	Order/Confirmation # _____	Actual Cost _____
----------------------------	----------------------------	-------------------