



1. All fields are required.
2. Obtain PI approval.
3. Obtain COEN Safety Officer Approval
4. Submit forms to your department.

5. Average approval and purchase timeline: 2-3 days.
6. Gas is usually delivered on Tuesdays and Thursdays

Norco Gas Purchase Request Form

Use this form for all gas purchases

Date (MM/DD/YR): _____ Name: _____ Phone: _____

Lab and Norco Acct #: _____ P.O. #: _____

Account/s and Percentages to Charge: _____ Primary Investigator/s Signature Approval: _____

Standard Gas Orders

Description	Qty.	Price	Total	Request Type
				New Norco Pickup Cylinder Replacement
				New Norco Pickup Cylinder Replacement
				New Norco Pickup Cylinder Replacement
Total without Shipping Charges:				Boise State is a Tax-free Entity

Custom Gas Orders

1. Contact Rick Lundgren at Norco for a quote on special gases: rlundgren@norco-inc.com
2. Include the quote with this order form
Custom Gas Order. See Attached Quote

Business Purpose. Please be Specific.

For Use In:

Lab: _____ Class: _____ Research: _____

COEN Safety Officer Approval is Required Unless Ordering 100% Nitrogen, Air, or Helium

Signature: _____ Date: _____

Department Approval is Required on All Orders

Signature: _____ Date: _____