

**Group Job Description: Group Ordering**  
**Huahua Jian 31 August 2001**

The person who is in charge of the group ordering usually order items (not including glasswares and chemicals) that are shared by group members. The job is described below:

- Fill out a Tour Group Purchase Order Requisition Form and hand it to Dr. Tour
- Pick up the package from loading dock
- Disperse and arrange the items
- Check frequently what we need to order more of

Listed below are the most frequently ordered items in this group. Order should be put in before we run out of them.

<b>Item</b>	<b>Description</b>	<b>Vendor</b>	<b>Telephone</b>	<b>Catalog #</b>
Sample Vials	1/2 dr. (1.8 ml)	Fisher Scientific	1-800-766-7000	03-339-26A
Sample Vials	3 dr. (11.1 ml)	Fisher Scientific	1-800-766-7000	03-339-27C
Sample Vials	5 dr. (18.5 ml)	Fisher Scientific	1-800-766-7000	03-339-27E
Syringes	1 ml	VWR	1-800-932-5000	53548-000
Syringes	3 ml	VWR	1-800-932-5000	53548-002
Syringes	5 ml	VWR	1-800-932-5000	53548-004
Syringes	10 ml	VWR	1-800-932-5000	53548-006
Syringes	20 ml	VWR	1-800-932-5000	53548-008
Syringes	50 ml	VWR	1-800-932-5000	53548-010
Septum	14/20(small)	ChemGlass Inc.	1-800-843-1794	CG 3022-24
Septum	19/22(middle)	ChemGlass Inc.	1-800-843-1794	CG 3022-26
Septum	24/40(large)	ChemGlass Inc.	1-800-843-1794	CG 3022-28
TLC Plates	40F254	VWR	1-800-932-5000	EM-5634-7
Silica Gel	230-400 Mesh, 25Kg	VWR	1-800-932-5000	EM-9385-9

There are rare occasions that we need to send some orders back to vendor. It is also the ordering person's responsibility to do it. In this case the ordering person must contact the sales representative first to obtain a return authorization number before shipping the goods.