PURCHASE REQUEST SPECIAL APPROVAL ROUTING SHEET	PR Number:

Requestor: Indicate signature(s) required by checking appropriate box(es). Place routing sheet on top of Purchase Request Package and forward to first required Reviewer/Approver as indicated.

Reviewer/Approver	SIGNATURE/DATE	Approval Process
☐ Intellectual Property Administrator		Deviation of Exceptional Circumstances (DEC) -When NCI has determined that retaining patent rights are in the best interest of the government, the OTS Contractor IP Administrator forwards a request up the NCI/NIH chain of command to obtain approval of NIH Director.
	SIGNATURE/DATE	
☐ NCI Institutional Review Board (IRB)		Any research activity conducted at NCI-Frederick involving human subjects shall commence only with Institutional Review Board (IRB) approval or when exemption from this requirement has been received from the NIH Office for Human Subjects Research (OHSR) through the Office of Scientific Operations, NCI-Frederick, or the appropriate division office.
	SIGNATURE/DATE	
☐ Environment, Health & Safety Coordinator		All purchases for biological safety cabinets, chemical fume hoods, laminar flow cabinets, equipment containing lasers, and portable electric heaters. Any acquisition that requires the delivery, shipping, disposal or handling of hazardous waste. All purchases for CDC Select Agents. *Note: Radioactive materials require pre-approval via SmartStream electronic routing only (Distributive Entry or Purchasing data entry).*
	SIGNATURE/DATE	
☐ Laboratory Animal Sciences Program Coordinator		Controlled Substances, rodent sera, rodent-derived products, live animals, LASP Coordinator (Dr. Jeanne Herring), on **PR** or **Routing Sheet.**
	SIGNATURE/DATE	
☐ Building Coordinator		Building Coordinators review purchases of capital equipment to determine adequacy of utility requirements. Technical data and/or vendor literature should be attached to Purchase Request.
	SIGNATURE/DATE	
☐ Property Department		Property Office reviews purchase requests for Accountable Property, capital equipment and sensitive items to determine if items are available from excess property.

Reviewers/Approvers – After processing, forward to next department checked. Last on list – forward to Purchasing Department.