

PURCHASE REQUEST SPECIAL APPROVAL ROUTING SHEET			PR Number:
<i>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.</i>			
<i>Reviewers/Approvers – After processing, forward to next department checked. Last on list – forward to Purchasing Department</i>			
Approval Category	Signature/Date (sign & date below)	Reviewer/Approver	Approval Process
<input type="checkbox"/> Capital Equipment		Building Coordinator	Review capital equipment PR to determine adequacy of utility requirements. Attach technical data and/or vendor literature to PR.
SIGNATURE/DATE			
<input type="checkbox"/> DEA Controlled Substances		Program Area Drug Control Officer	All purchases for DEA Controlled Substances
<input type="checkbox"/> DEA Controlled Substances		Program Director	All Purchases for DEA Controlled Substances
<input type="checkbox"/> DEA Controlled Substances		LASP Coordinator Dr. Jeremy Smedley	Controlled Substances, rodent sera, rodent-derived products, live animals
<input type="checkbox"/> DEA Controlled Substances		EHS Coordinator Theresa Bell	All purchase for DEA controlled substances
SIGNATURE/DATE			
<input type="checkbox"/> Animals and animal products		LASP Coordinator Dr. Jeremy Smedley (Backup - Dr. Raj Sriperenbudur)	Rodent sera, rodent-derived products, live animals
SIGNATURE/DATE			
<input type="checkbox"/> Human Subjects		NCI Institutional Review Board (IRB) Craig Gladden CMRP Office	Any research activity conducted at NCI-Frederick involving living, identifiable 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.