1.0 Purpose
The purpose of SOP 1.18 is to provide information on proper procedure for ordering lab supplies, including when and how to make these requests.

2.0 Scope
SOP 1.18 is intended to cover all resources, personnel and equipment in the BCR laboratory.

3.0 Materials
Please use the “Supply Request Form” - if you need electronic or paper copies, please see Tahra.

4.0 Procedure
4.1 Ordering will be done only twice a week on Tuesdays and Fridays, including most urgent orders unless it is ABSOLUTELY NECESSARY to order urgently.
4.2 For Tuesday orders, have all orders to Tahra by 5 pm on Monday, and if the order is to be placed on Friday, please have the order to Tahra by 5 pm on Thursday.
4.3 Please use the order form rather than a sticky note, e-mail, telling Tahra, or any other method of communicating orders. ALL requests should include the company name, size/amount, product name, and catalog number, your name and a specific shortcode if there is one, for the order to be placed. Any requests missing any of this information will not be ordered and may result in a delay in ordering.
4.4 Please use the LAB ORDER whiteboards to request any common supplies to be ordered that we are getting low on, such as pipettes, tips, gloves, flasks, stericups, FBS, reagents, etc. It is all of our responsibility to ensure we order more supplies before we completely run out when they start to get low, so there is enough for everyone to use when needed.

5.0 References
5.1 Central Purchasing Unit Guidelines version June 2014
- Full Guidelines are available on the Wicha Lab website under Procedures, Section 10.0

6.0 Change Description

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<th>Date</th>
<th>Reference</th>
<th>Description of Change</th>
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<td>CL</td>
<td>7/2/14</td>
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<td>Added Central Purchasing Unit Guidelines version 2014</td>
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