

12.1 ORDERING AND RECEIPT THROUGH CREIGHTON UNIVERSITY

12.1.1 Ordering Radioactive Material

Radioactive materials are ordered through the CUBuyPlus system. All order requests must include the Authorized User's name, department, product name, catalog number, isotope and activity. No radioactive material may be ordered through the University credit card program unless written authorization is first obtained from the Radiation Safety Office and the Purchasing Department.

12.1.2 Review and Approval by Radiation Safety Office

The CUBuyPlus system will direct requisitions to the appropriate areas for approval, with the Radiation Safety Office approval being the final stop for radioactive material orders. Once approved by the Radiation Safety Office the order will either be electronically sent to the vendor or a telephone order will be placed based on the approved order information. Those orders sent electronically will have a follow-up telephone call placed to the vendor by the Radiation Safety Office in order to determine delivery information including the anticipated delivery date.