
Procurement Card Laboratory Chemical Purchase Instructions

Individuals may use Procurement Cards (Pro-Cards) to purchase laboratory chemicals to comply with the **Laboratory Chemical Inventory Program** (LCIP). However, purchasing chemicals through **HuskyBuy** is **recommended**.

The LCIP covers purchases of laboratory chemicals at the Storrs and Depot campuses, with the exception of the Chemistry Building. Chemical samples, cleaning products (e.g., bleach, detergent, soap, etc.), compressed gases, controlled substances and other drugs, microorganisms and other biological materials (e.g., antibodies, enzymes, primers, etc.), paints, radioisotopes, or test kits are not covered under the LCIP and do not require barcoding at Central Warehouse.

Laboratory chemicals purchased through Pro-Cards must:

1. List the name of the principal investigator or lab manager (i.e., no student names).
2. Identify the building and room number where the chemical will be stored (i.e., do not list an office or central receiving area room).
3. Address chemical purchases to **CS Chem at 3 Discovery Drive, Unit 6114, Storrs, CT 06269-6114** to ensure the chemicals are barcoded at Central Warehouse.

Example:
CS Chem
Attn: Dr. Jane Doe
Biophysics Building Room 842
3 Discovery Dr. Unit 6114
Storrs, CT 06269-6114

If you have further questions regarding laboratory chemical purchases with Pro-Cards, please contact LCIP@uconn.edu.