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| --- | --- | --- | --- |
| Course Number |  | Requester Name |  |
| Billing Budget & PCA codes |  | Requester Contact |  |

Glass/plasticware will be provided by the media room if it is already on hand. If quantity or type desired are not available, you will be contacted about alternative options. Classes have the option of providing their own glass/plasticware for media, but it needs to be clearly labeled and in good condition.

If an antibiotic is needed, the class can either provide a stock for the technician to use or antibiotic powder can be purchased for the class and prepared by the technician and held onto for future use. Please specify in notes section below.

If chemicals/media/supplies are purchased for a specific class, the items will be marked as belonging to that class and saved for future use. In critical situations, we may need to borrow something from another class to complete an order. Whatever is borrowed will be replaced as soon as possible. We will not borrow anything that may interfere with completing an order for another class.

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| --- | --- | --- | --- | --- | --- | --- |
| Total Quantity of items and size (ex. 30 standard size plates\*, x20 10mL tubes) | Media/Solution/Culture type and recipe/instructions  (Include molarity, %, antibiotic type and final concentration, etc.) | Sterile, Y/N? Autoclave or filter (specify sterilization time or pore size) | Volume per unit (ex. 8mL/tube) | Date Needed (3-weeks minimum notice) | Pickup or delivery? Time and location | Notes |
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\* [Standard size plate](https://www.shop.sarstedt.us/shop/laboratory/microbiology/petri-dishes/1612/petri-dish-92-x-16-mm-transparent-with-ventilation-cams) = 93x16mm, 420 plates to a case, pre-sterilized

Other Notes:

Please email completed form to Kayla Higgs ([khiggs@uw.edu](mailto:khiggs@uw.edu)) and CC Aaron Hernandez ([aaroneh@uw.edu](mailto:aaroneh@uw.edu)).