



**The Ohio State University**  
**Service Agreement**  
**Release Form**

<b>Service Agreement #: SOD 899</b>
<b>Department Name: Chemistry</b>
<b>ChartField: Org: 06424, Fund: 590000, Project: 60003024, Acct: 61256</b>

**1013 Evans Lab**

Service Agreements allow for critical need purchases of a specific product. The department acknowledges these products can be ordered through the PeopleSoft workflow approval process but due to the immediacy of this purchase, are unable to do so.

**Requirements for Use of Service Agreement:**

- Exceptions to set delivery requirements for a Service Agreement must be recorded on a Service Agreement Release Form.
- Form may be used for one or more individual releases against a specific Service Agreement.
- **Dry Ice:** Any cancellations must be made by 1:30 p.m. the business day prior to delivery. Additions to the quantity stated in the Service Agreement require an approved Service Agreement Release form.
- **Liquid Nitrogen:** Any cancellations must be made by 4:30 p.m. the business day prior to delivery. Additions to the quantity stated in the Service Agreement require an approved Service Agreement Release form.

R #	Date of Release	Release Requested By	Product #	Qty	Authorizing Signature	Reason why requisition cannot be initiated	Estimated Cost
1			Dry Ice	5 lbs		As needed	\$2.75
2							
3							
4							
5							
6							
7							