**Ordering procedure at IBT**

1. Fill in the purchase request form found at this web-site: <https://i.ntnu.no/bestille>
2. Select, Faculty unit: NV-fakultetet

Relevant group /unit: IBT fagbestiller

1. Fill in the items you want to order.
2. Remember to tick these boxes:

A screenshot of a computer

Description automatically generated

1. If “Yes”, fill in as requested.
2. Fill in name and telephone number.
3. Fill in cost centre (66150501 for IBT) and sub-project number, 9 digits.

NB! For new chemicals, that are not registered in the Chemical index, **attach the safety data sheets for the chemicals.**

**Incomplete forms will be rejected.**