NIH Supply Center >



The FAR-approved *first* source for supplies

Deliveries On & Off Campus

The NIH Supply Center would like to remind you of our *two delivery options*. In addition to our recently reinstated off-campus delivery service, we continue to provide on-campus delivery. In addition to fax, *requests can now be sent via email*:

Self Service Store 10 Fax (301) 402-8493

Eric Jones

jonese@od.nih.gov

or Joe Girolami

<u>girolamij@od.nih.gov</u>

Self Service Store 31

Fax (301) 496-4312

Lucy Kenny

- No transportation fee
- Request must be on NIH Form 2961 (06/15) (on reverse side or available online)
- Minimum order quantity is \$100 per order
- Expect delivery within 48 hours from the time your fax or email is received

Self Service Store Off Campus Request

INSTRUCTIONS										
The Requester Completes Sections 1 and 2							Date Submitted			
PEOUESTED										
REQUESTER										
Requester's Name (type or print)				Organization				CAN		
Delivery Point (building/room)				Phone Number:				Date Needed		
Requester's Signature				CAN Card Holder's Name (type or print)						
·										
ORDERING INFORMATION										
Item No:	I Stock Number I Description				QTY	Unit of Issue			Total Price (store use only)	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
								\$0.00		
									\$0.00	
									\$0.00	
									\$0.00	
Gr							Grand	nd Total \$0.00		
STORE REPRESENTATIVE AND CONTACT INFORMATION										
Repre	esentative Name (t	tive Signature				Date				

Self Service Store 10

Building 10/Room B2B41 Phone: (301) 496-2051

Fax: (301) 480-1625

Self Service Store 31

Building 31/Room B2A47 Phone: (301) 435-2427 Fax: (301) 496-4312

PSC Publishing Services (301) 443-6740 EF NIH 2961 (06/15)