



UNIVERSITY OF PITTSBURGH

Purchasing Services
412-624-6210
412-624-5262 FAX
rford@bc.pitt.edu

DATE: Thursday, March 20, 2008

RE: The following documentation is required to process ETHANOL ALCOHOL Requisitions:

Ethanol Alcohol Program

Federal distribution and use of tax-free alcohol regulations are administered through Purchasing Services.

- Departments ordering ethanol alcohol must be approved by and on the University's Alcohol, Tobacco, and Firearms (ATF) permit.
- Please notify [Purchasing Services](#) if :
 - New department
 - First-time ethanol alcohol end-user department
 - Any departmental additions /changes to the ATF permit information
- Ethanol Alcohol can not be ordered via PRISM or PantherBuy (IPS). Phone orders are not accepted.
- Contact [Purchasing Services](#) for current pricing
- Chemical Engineering Department personnel should forward requisition forms to Pat Park:
 - Pip6@pitt.edu
 - or
 - 1249 Benedum Hall
 - or
 - FAX to 412-624-9639
- Allow 1-3 weeks for delivery

- Completed University Requisition-Required Information
- Distribution Account Number
 - Requester Information
 - Requester Name
 - Phone, FAX, E-mail
 - Complete Delivery To Information
 - Address
 - Contact Name
 - Phone, FAX, E-mail
 - Approver* (not same as Requester)
 - Approver Name (***Invoice** Approver)
 - **Signature required**
 - Phone, FAX, E-mail
 - Complete description including catalog numbers and current pricing

Questions regarding any purchase of ethanol alcohol should be directed to Rose Ford at rford@bc.pitt.edu or 412-624-6210 or submitted via the Inquiry Management System website at www.bc.pitt.edu/purchasing/inquiries.html.

PHARMCO PRODUCTS Supplier Catalog Numbers

Note:
Pharmco Products does not supply single unit gallons and/or pints. Ordering by the case is recommended

SUPPLIER CATALOG #	DESCRIPTION	
No catalog # for individual Gallons (*recommend ordering by the case)	200 proof Single GALLON	
#111000200CSGL	200 proof CASE/GALLONS	4 GAL.= 1Case
# 111000200PL05	200 proof 5 GALLON/ PAIL	
No catalog # for individual Gallon (*recommend ordering by the case)	200 proof 1 GALLON	
#111000190CSGL	190 proof CASE/GALLONS	4 GAL.= 1 Case
#111000190PLO5	190 proof 5 GALLON PAIL	
#111000200CSPP (Plastic)	200 proof Case / Plastic Pints	24 Pints per case 8 pints = 1 GAL. 1 Case = 3 Gallon
No catalog # for individual Pint (*recommend ordering by the case)	200 proof PLASTIC Single Pint	
#111000200CSPT (Glass)	200 proof Case /Glass Pints	24 Pints per case 8 pints = 1GAL. 1 Case = 3 Gallon
No catalog # for individual Pint (*recommend ordering by the case)	200 proof GLASS Single Pint	

NOTE:
Central Receiving charges end user department a delivery fee for each ethanol alcohol order delivered