

# Procurement Tipsheet

## Info from the MSE|NE Finance Office

### April 2021—Airgas

Ordering from Airgas and tracking cylinder delivery can be challenging.

How do I know when my cylinder has been delivered?

- Order status is available by accessing your Airgas account through the UF Marketplace. From your account dashboard, under recent orders, it will state whether the order is open or closed. Also, Proof of Delivery statements are available under recent invoices.

Did you know that you can receive Proof of Delivery receipts to your email? Sign up for Airgas [delivery notification](#).

How do I identify my cylinder?

- Typically, cylinders are labeled with an account # or packing slip. **Please do not remove cylinders that do not belong to your research group.**
- If you are having difficulty locating your cylinder, please contact Airgas or the finance office for assistance.

Please retrieve cylinders from the gas cage as soon as possible, especially liquid nitrogen and flammable gases to prevent loss of gas or overheating. **If you are unable to store cylinders in your lab, please ensure that your cylinder(s) are labeled with an account# or research group name to prevent accidentally removal.** Do not rely on Airgas paperwork to identify your cylinder, they tend to fall off. It is recommended to label tanks with duct tape and permanent marker. The department does not encourage storage of cylinders in the gas cage nor is responsible for missing cylinders.

Airgas Contact information: Phone: 352.338.7508 or email: [robert.terrell@airgas.com](mailto:robert.terrell@airgas.com).

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For additional assistance, please check with the MSE-NE Finance Office or refer to the provided links below.

Additional information: [How to Purchase from Airgas](#) or [UF Airgas Information](#)

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MSE/NE Finance Office • email: [finance@mse.ufl.edu](mailto:finance@mse.ufl.edu)

Virtual Drop-In Hours, Monday and Thursday, 9 am—11 am

Alisa Mountain: <https://ufl.zoom.us/my/amountain>

Ana Garcia: <https://ufl.zoom.us/j/6582615414>

or reach out to us schedule a Zoom meeting