**REQUISITION FORM**

**Graphite Furnace (AJ Vario-6) Facility**

**SOPHISTICATED ANALYTICAL INSTRUMENT FACILITY**

**North-Eastern Hill University, Shillong-793022**

**User Information**

Name: …………………………………………………………. Designation: ……………………….

Address for ……………………………………………………………………………………………….

Correspondence / Billing: ………………………………………………………………………………...

…………………………………………………………………………………………………………….

Phone Number: …………………… Fax: …………………… E-mail address: …………………….

Title of the Project / Dissertation: ……………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………….

**Details of samples submitted**: Please provide the following details:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial. Number | Sample code | Please specify the  Elements to be analyzed  . | Reference standards if any  (in ppm/ppb) | Do you need the sample back after analysis | Any other special instructions.  (like attach separate sheet etc if required |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***N.B****.: If the sample(s) present any danger to the personnel or equipment then kindly provide appropriate handling instructions.*

***Instruction to users****: (a) Sample required is about 1 gm for solids (b) A minimum of 25 ml of solution is required for estimation of about 10 elements and (c) Blank solution for each hatch/set of sample(s) should be provided.*

***Note: Please submit only clear aqueous solutions for analysis. Avoid corrosive, explosive, toxic and high vapor pressure samples. Turbid solution and highly viscous samples will not be accepted****.*

I hereby certify that the user is a bonafide research student/employee of our organization, and the payment of the bills for the charges for analysis of the sample(s) shall be made by:

**(a) Research Scholar (b) Supervisor (c) Department (d) Any other ………**

Date: Signature Signature Signature

Place: Research student Supervisor/Teacher Head/Coordinator/PI

Name: Seal:

Seal:

***Please Note****:* **Incomplete requisition forms will not be entertained.**

*The full charges have to be paid in advance at the time of submission of sample(s) by Demand Draft drawn in favor of*

***HEAD, SAIF, Shillong*** and *should be sent to* ***The Head, SAIF, NEHU, Shillong – 793 022 or***

through direct account transfer via internet banking either by **NEFT or IMPS** only  to the following account:

**Account number: 32378709270;     IFSC CODE:SBIN0004295;    BRANCH:SBI NEHU**

**Kindly acknowledge the use of the Facility in your published papers and send us the citation details.**

*To download this form and for other information, please visit* ***http://nehu.ac.in/Misc/Services/SAIF***

*Photocopy of this form can also be used*.