

# SUPPLY PURCHASE REQUEST For Space Grant Interns

<b>Name:</b> _____	<b>Date of Request:</b> _____
<b>List of supplies to purchase (Name/ Estimated Cost/ Vendor):</b>	
1) _____	4) _____
2) _____	5) _____
3) _____	6) _____
<b>Total Estimated Cost: \$</b> _____	
<b>Mentor's Signature:</b>	
<b>Brief Justification for Purchase:</b>	

**IMPORTANT: Approval from Dr. Romina King is required prior to making any purchases.**

<b>Do not write in this box. [FOR OFFICE USE ONLY]</b>	
<b>Circle One:</b>	<b>APPROVED                  REJECTED</b>
<b>Reviewed by:</b> _____	<b>on</b> _____.
<b>Signature:</b> _____	

### Instructions:

1. Complete a Supply Request Form and e-mail a digital copy (PDF) of the completed request to Keanno Fausto (faustok9679@triton.uog.edu). Once approved by Dr. Romina King, you will be notified via e-mail to make your supply purchase.
2. Make your purchase after the request is approved. Payments must be made only by the participating student's own credit card, personal check, or cash to pay for the item(s).
  - a. Note: Third party purchases such as PO (purchase order), P cards, or asking an individual to pay for your items will not be reimbursed. No other exceptions!
3. After your purchase, please submit copies of receipts via e-mail to Keanno Fausto and Marcel Higgs (higgsm@triton.uog.edu) who will process your refund. Hold on to your original receipts for documentation purposes.
4. Once you submit your receipt, your check will be processed. Please allow 3-4 weeks for the check to be processed. You will be notified when your check is available for pick-up.