

Student _____ for research supplies and small equipment:

For thesis and independent-study research only (i.e., BIO 891, 798, 598, and 489), students may request, in advance, items we do not already have on hand, up to \$100 for full-time undergraduates per course, or \$300 per year for full-time graduate students. Non-consumables will become the property of the department once the for-credit research is completed and are NOT the personal property of the student, even if only part of the cost of the item has been paid by the department. The department will purchase the item if approved. It MAY be possible to reimburse students with itemized receipts for previous purchases, but unless approved in advance, no reimbursement is guaranteed. Taxes can never be reimbursed. Travel expenses or professional meeting registration may be approved if directly related to the research project. Out-of-state travel must be approved in advance with the appropriate form, and state guidelines for reimbursement apply, with total dollars limited per year _____ for all expenses combined. The student should seek the best price for any items requested. _____ may substitute another similar item to save money. All items should be turned in to the department _____ a grade is assigned. No advanced purchases for travel are possible for students.

Name of student: _____

Faculty research advisor name: _____

Course number: _____

Student ID Number: _____

Student email address: _____

Title of project: _____

Description of item(s) requested: _____

Justification for department purchase: _____

Vendor: _____

Vendor location, web address, catalog number(s), size, color, quantity, date and distance if travel, etc.: _____

Cost (including estimated shipping if applicable): _____

Student signature/date _____

Advisor endorsement/date _____

*print and complete or complete and print, forward to advisor, advisor signs and sends to the department chair.