

# Fulton Undergraduate Research Initiatives

## Research Supplies Order & Reimbursement Request Form

Please submit this form to ECG 301 for the SEMTE Business Office to purchase your items for your research project. Forms must be submitted by the published deadlines and cannot be processed without approval from your mentor. If you must be reimbursed for an expense, the same guidelines apply. **Transfers will NOT be allowed for expenses already expensed to an account.**

### Documents – check boxes confirming attachments to this form.

- ☐ Completed Order Request/Reimbursement Form with mentor's signature.
- ☐ Original Receipt/Invoice for reimbursement (if store receipt, tape to an 8 ½ x 11 paper Packing slips are NOT an invoice!)
- ☐ Mentor's account number for expenses that exceed your FURI budget.

**Your request will be returned to you if the above items are not submitted.**

### Student Information (All fields must be completed)

Student Name:  Student ID#:

Student's Email:  Student Phone:

Mentor:  FURI account#:

Mentor's School: ☐ SBHSE ☐ SCIDSE ☐ ECEE ☐ SEMTE ☐ SSEBE

If expenses exceed the approved FURI budget, indicate account # to charge the excess expenses to:

Public Purpose:   
To test particles of varying sizes. Glass is ideal for comparison and use against other particles.

☐ **To be Purchased (One Vendor per form)**

Vendor Name:

Telephone:

Website:

☐ Chemical ☐ Non-Chemical

☐ **Student to be Reimbursed** ☐ **Mentor to be Reimbursed**

**NO TRANSFERS WILL BE PROCESSED!**

Name:

Affiliate ID#:

### Detail of Items to be Purchased/Reimbursed

Quantity	Catalog/Part #	Description	Price
Total:			

Student Signature:  *James E. Taylor*

Date:

Mentor Signature:

Date:

SEMTE Business Office Signature:

Date: