

Engineering Design Spending Request Form

Date: _____

Project Title: _____

Name of Student _____

Purchasing Items: _____

Student Signature: _____

Student email: _____

Faculty Advisor: _____

Instructor Signature: _____

Dr. DeLyser Signature

Supplier: _____

<u>Item(s) to be purchased</u>	<u>Item Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Shipping method and cost _____

Total Cost: _____

Students must fill out this Spending Request Form, and obtain a **signature from the INSTRUCTOR (Dr. DeLyser)**. Students must have a complete list of parts, costs (including shipping) and the vendor's address, phone and fax numbers before purchases can be made. **Your purchase must not exceed the approved amount.**

Once you have met your budget limit, no more purchases will be authorized until a revised budget has been submitted and approved by both the advisor and instructor.

If total cost is < \$900 return this form signed by student and faculty advisor to the Asst. to the Chair and obtain a Field Order or the Department Credit Card can be used to make the purchase.

If total cost is > \$900 return this form signed by student and faculty advisor to the Asst. to the Chair and she will submit a Purchase Requisition or the Department Credit Card can be used to make the purchase.

If you have purchased these items with your own money, return the **ORIGINAL RECEIPTS** with a completed Reimbursement Request form signed by both student and faculty advisor. **TAX WILL NOT BE REIMBURSED!**