



## CTSI Trainee Supplies Request Form

**Instructions:** Please complete this form with your Primary Mentor's signature and provide a copy to the Program Coordinator to get the appropriate approvals. Please include a printout as an attachment of the item(s) from the website or store you plan to purchase from, showing (1) the item name/description and (2) CTSI Supplies Request Form the price.

**This form must be filled out and approved prior to any purchases. Any purchases made without prior approval will be ineligible for reimbursement.**

Student Name

Program Name

Today's Date

Funding Mechanism

Primary Mentor Name

What supplies/equipment are you requesting? Include total quantities and unit prices.

Please give a brief description of how it is beneficial to your research.

Date supplies needed by

Total Estimated Cost

Mentor Signature

Date

Program Director Signature

Date

Director of Research Education Signature

Date

If this request is approved, you may receive an FAO number to use to complete the purchase. This number may only be used for the purchase approved via this form, and may not be used for any other purpose. If you use the FAO for another purpose, you may lose research supply funding privilege.

After the purchase is complete, provide documentation of the purchase to your program coordinator. Documentation must include final price (including shipping), item name, item number, vendor, and date of purchase. Proof of delivery (packing slip, etc.) would also be helpful upon reception of the supplies.

### **FOR ADMINISTRATIVE USE ONLY**

Funds Available for Use \_\_\_\_\_

FAO Number \_\_\_\_\_

Staff Accountant Approval \_\_\_\_\_

Date \_\_\_\_\_

Financial Approval \_\_\_\_\_

Date \_\_\_\_\_

Department Approval \_\_\_\_\_

Date \_\_\_\_\_