BRIDGEWATER STATE UNIVERSITY
ADRIAN TINSLEY PROGRAM FOR UNDERGRADUATE RESEARCH
REIMBURSEMENT FORM FOR SUPPLIES (updated August 25, 2011/kmf)

Research Supplies Please use this form to request reimbursement for research-related supplies that you have purchased. Please fill out additional forms if needed. You must include itemized receipts that indicate how payment was made (cash, check, credit, etc.). You must include the original cancelled check (or a copy - front and back), and/or the itemized credit card receipt and copy of your credit card statement. Sign and date this form and return with all receipts to Kathy Frederick, Office of Undergraduate Research (508-531-2303, kfrederick@bridgew.edu), Room 200, Maxwell Library, for approval. You should expect to receive your reimbursement check in 2-4 weeks.

Description of items	Vendor	Quantity/unit	Price per unit	Total cost
(Example) Verbatim Data Life Plus Read/Write CD's	Staples	5 packages	$10.00	$50.00
TOTAL:				

Please sign and date this form and return to Kathy Frederick, Office of Undergraduate Research, Room 200, Maxwell Library

Student name (printed)_____**(signature)**_____

Mailing Address_____

_____

Banner ID #_____ **Date**_____

Student phone #_____**email**_____

Source of Funding (check one): Fall Grant_____Spring Grant _____Summer Grant_____

Mentor Signature (I approve this request) _____

ATP APPROVAL

TOTAL AMOUNT approved for reimbursement: $_____

ATP Approval Signature_____**Date**_____