

SF BUILD Student Training Program

2020-21 Lab Supplies Request Form

Deadline: May 1, 2021

Terms: This request should be sent to Devon Espinoza (die@sfsu.edu) at San Francisco State University or Sonny Vernard (Sonny.Vernard@ucsf.edu) at UC San Francisco for research supplies and materials requests. Each student is allocated up to \$1,700 per school year. You will receive a confirmation when your request has been received and fulfilled. You may be asked to provide more information to complete your request. Please allow approximately a 2-week lead time for your request. NOTE: **PI/Mentor must sign each page approving the requested item(s).**

Please fill out all items below:

Name: (Last, First, MI) _____

Today's Date: _____ Email: _____ Phone: _____

Research Site(mailing or delivery location) **ATTN:** _____

What is the item(s) you are requesting? Provide sufficient detail for each item: (extra space on 2nd page if needed)

<u>Vendor Name</u>	<u>Quantity</u>	<u>Catalog #</u>	<u>Unit Price (each)</u>	<u>Description</u>	<u>Total (Quantity*Price)</u>
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
<u>Subtotal</u>					
<u>Shipping & handling</u>					
<u>Tax</u>					
<u>Total</u>					

Any other comments/information we should know? _____

Acknowledgement of terms (notes above)? Yes No

PI/Mentor Signature (approves this request): _____



Page 2 of 2

Name: (Last, First, MI) _____

What is the item(s) you are requesting? Provide sufficient detail for each item:

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-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
<u>Subtotal</u>					
<u>Shipping & handling</u>					
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<u>Total</u>					

Any other comments/information we should know? _____

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