

**SF BUILD Student Training Program**

**2021-22 Lab Supplies Request Form**

**Deadline: May 1, 2022**

**Terms:** This request should be sent to Audrey Parangan-Smith ([audreygp@sfsu.edu](mailto:audreygp@sfsu.edu)) at San Francisco State University 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 2<sup>nd</sup> 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 &amp; 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): \_\_\_\_\_



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Name: (Last, First, MI) \_\_\_\_\_

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-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
<u>Subtotal</u>					
<u>Shipping &amp; 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): \_\_\_\_\_

