

**PURCHASE  
 REQUEST**

**SHIP TO:**  
**Location:**  
**Street:**  
**Room/Lab #:**  
 [City, ST ZIP Code]  
**Phone Number**

Bill To:

|                     |  |                        |  |
|---------------------|--|------------------------|--|
| <b>VENDOR Name:</b> |  | <b>VENDOR Address:</b> |  |
| <b>URL:</b>         |  |                        |  |

| TL1 STUDENT INFORMATION |  |                   |  |
|-------------------------|--|-------------------|--|
| <b>Name:</b>            |  | <b>UFID:</b>      |  |
| <b>Chartfield</b>       |  | <b>Cell Phone</b> |  |

| QTY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL |
|-----|------|-------------|------------|-------|
|     |      |             | \$         | \$    |
|     |      |             |            |       |
|     |      |             |            |       |
|     |      |             |            |       |
|     |      |             |            |       |
|     |      |             |            |       |

**Justification:**

**Reminder:**

**Research-related expenses – (\$3,500)** used to pay for research supplies, reagents, specialized software, etc. that are needed to conduct their research (subject to rules for UF and federal cost accounting standards [CAS]). The only exception we are allowing for travel is to cover expenses for a meeting or workshop for which the primary purpose is to learn a technique or method, which directly helps the student perform their research. This would NOT include most regular scientific conferences in which the main activities are seminars and/or the students presenting their research.

1. Complete the Purchase request
2. Send to Susan Gardner [sgard@ufl.edu](mailto:sgard@ufl.edu)
3. Once approved, forward to your department administrative person to purchase

|                           |  |    |
|---------------------------|--|----|
| <b>SUBTOTAL</b>           |  |    |
| <b>SHIPPING AND OTHER</b> |  |    |
| <b>TOTAL</b>              |  | \$ |

\_\_\_\_\_  
*Authorized by* Date

\_\_\_\_\_  
*Your Name*