

Research Materials Reimbursement Form

- This form must be submitted with all reimbursement requests.
- Reimbursements are permitted only for single-item purchases between \$50.00 and \$500.00.
- Reimbursement requests must be accompanied by a receipt or other proof of payment.
- According to university policy, items ordered via mail, phone, or internet must be delivered to a department address. Reimbursement requests for ordered items must include proof of delivery address. Reimbursement requests for items purchased in person need include no such documentation.
- Reimbursements are permitted only for materials needed for on-going research projects.
- Faculty may request reimbursement for database subscriptions only if no university or department subscription exists. Faculty must reapply for subscription reimbursements on a yearly basis. Any costs incurred by a failure to cancel a subscription at the end of the reimbursement period will be borne by the faculty member.

Date: _____

Faculty I.D. _____

Name: _____

Position: _____

Item Purchased: _____

Price: _____

Title of Project: _____

Type of Project (monograph, journal article, etc.): _____

Expected Date of Completion: _____

Publication Details (if known): _____

Please briefly describe the relevance of the purchased item to the project:

Signature of Faculty Member

Signature of Chair