



Requisition Form

SMA Senior Capstone Project

Directions: Fill out all sections of this form. Forms that are not complete will not be processed. This form must be typed, printed, signed, saved, and returned to Mr. Evans. *You may scan a completed copy and email it to Mr. Evans (300 dpi grayscale, saved as a jpeg).*

Requested by (student name): _____ Date: _____

Vendor: _____ Vendor's Address: _____ City: _____ State: ____ Zip code: ____ Vendor's Phone: _____	Vendor's Fax: _____ Vendor's Email (sales): _____ Vendor's Website: _____ Purchase can be made by (<i>Check all that apply</i>) <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Website
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Item	Qty.	Model or Catalog #	Description	Price Per Unit	Total
1					
2					
3					
4					
5					
6					
7					

Method of preferred shipping (UPS ground, UPS overnight, etc.):
Cost of shipping:
Total cost to be taken from my \$200 budget:

Explain how the item(s) will contribute to the Senior Capstone Project.

Faculty Advisor Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

All materials, software, books, etc. purchased with Science and Mathematics Academy funds will remain property of the SMA. It may take up to two weeks to process this form and place the order.

Official Use Only:
 Date ordered: _____ Total Cost: _____ Order #: _____