

# SURF PURCHASE REQUEST FORM

**Student Name:**

**Faculty Mentor:**

*Please cc your mentor on the e-mail or have him/her sign off on printed copy.*

**Please fill out each column and email to [jsanderson@newhaven.edu](mailto:jsanderson@newhaven.edu) or print and deliver to Janice in Maxcy 205.**

*Please attach screen shots of items to this form, if possible.*

**Janice will notify you via **email** when your items have arrived and where they are stored.**

Vendor Name	Quantity	Unit (each, case, or pack)	# of Items per Unit	Catalog Number if applicable	Catalog Number, Item Description	Unit Price	Total Cost	When is this needed?

Mentor Signature: