

FUNDING DISBURSEMENT FORM - STUDENT

KILMER UNDERGRADUATE RESEARCH APPRENTICESHIP

Today's Date: _____

I am seeking disbursement of funds for my project that was awarded funding in the

(circle one) Fall Spring Summer Year _____

Student Name: _____

Department: _____ Student P#: _____

Student Phone: _____ Student Email: _____

Total amount you were awarded _____ Amount being requested: \$ _____

_____ Reimbursement (attach receipts)

_____ Purchase Order (attach a completed Foundation Purchase Order Form, see page 2)

Make sure to include shipping & handling and/or hazardous handling into the your total costs. Your funding cannot exceed the total amount awarded to you in order to cover these costs. You may only purchase what was approved in your application budget. See your award letter for specific details.

Specific description of funding (materials, travel, etc):

Student Signature and date

Faculty Mentor Signature and date

You MUST complete all above sections of the form. If you fail to answer questions or include both signatures, your form will be returned to you for completion.

Office Use Only:

Received by _____ on _____

Purchase completed or Reimbursement processed on _____

Total Amount Expended to Date on this project by student _____

Total Funding Balance remaining for this project _____