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#: ____________________________

Faculty mentor: ____________________________ Student Email: ____________________________

Total amount of award: __________  Amount being requested: $___________

_____ Reimbursement (attach receipts)
_____ Purchase Order (attach a completed Foundation Purchase Order Form)
_____ Budget (attach budget from your Kilmer proposal)

Make sure to include shipping & handling and/or hazardous handling into the 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):
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 Funding Balance remaining for this project ____________