

Lougheed

Center for Applied Learning

EXPLORE EXPERIENCE REFLECT BECOME

Funding Request Form

_____ Kilmer (Funding requests may be submitted after you have received your award letter.)

_____ Presidential Scholar (Funding requests may be submitted as soon as the Educational Plan is approved for the academic year.)

If your project changed in any way since your acceptance into the program, please email appliedlearning@potdam.edu so we can update our records.

Purchasing Request Information

Vendor name Enter vendor website below	Item to purchase/item number– if available)	Is this a budgeted item? Yes or no	Qty to order	Price per unit	Total price
Total amount requested					
Vendor website address. Please enter the website for each vendor materials will be ordered from.					
If you are replacing a budgeted item, please explain the reason for the budget change:					

Once your request is approved, the LoCAL secretary will work with you on purchase(s).

Student Name _____

Faculty signature _____

Director for Student Research or Lougheed Center for Applied Learning Director Signature

Date