****

**PROJECT STUDY REQUEST FORM**

 Date Submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Submitted By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Requested Item** | **Detailed Description** | **Cost (Including tax and shipping)** |
|   |   |   |
|   |   |   |
|   |   |   |

How will item(s) be purchased?

 SBISD Purchase Order Process

*Once approved, contact Trini Carrillo to begin purchase process.*

 Pay out of pocket for reimbursement within 2 weeks

*Once approved, submit reimbursement form and receipts to Biz Pinion (**elizabeth.pinion@gmail.com**).*

**Please return completed form to Becky Fenn (beckyfenn@mac.com).**