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**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*](mailto:elizabeth.pinion@gmail.com)*).*

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