**Class Expense Form**

***Submit filled-out form to Diane along with ordering specs or for reimbursement***

* Submit receipts ***at least Monthly***.
* Obtain Dr. Bruce’s signature prior to purchase.
* Three ways to purchase in order of preference:
1. Select item from batteriesplus.com, digikey.com, vexrobotics.com, mouser.com, parallax.com, sparkfun.com, jameco.com, adafruit.com, newark.com, robotshop.com, adorama.com, grainger.com, mscdirect.com and print out specs for Diane and she will order using a Purchase Order. **This way no tax is paid and the price is much less!**
2. Use your credit card and order yourself from companies not listed above. For reimbursement, you will need to supply proof of the order, proof of payment and proof of receipt.
3. Purchase the item locally using cash, keep receipt for reimbursement. This method is last resort as Finance will need explanation.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Proposed Vendor** | **Quan** | **Cost** | **Item Description** | **RB** |
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Dr Bruce, Instructor Date