

ACADEMIC RESOURCES REQUEST FORM

ST. OLAF PURCHASING POLICY : ... all furniture purchases must be processed through Facilities to insure a uniform standard and quality. Please contact Bill Nelson (X3280 or nelsonw@stolaf.edu) in the Facilities Department when needing assistance.

The complete policy can be found at: <http://www.stolaf.edu/offices/treasurer/pos.html>

- Complete this form to request funds from the Academic Resources Fund, then submit to your Associate Dean **BEFORE** arranging for purchases/expenditures.
- List each item separately and attach rationale statements(s).
- A copy will be returned to you indicating the amount of support authorized.
- Use that copy when submitting receipts/invoices of the expenses to the Dean's Office (Admin 220) for payment.

DEPARTMENT/PROGRAM: _____ DATE: _____

REQUESTED BY/ LOCATION	REQUESTED EXPENDITURE (attach rationale)	ESTIMATED COST	FINAL COST
Total Amount			

Signature of Department Chair/Program Director
I am pleased to authorize the above amount(s) in support of your request(s):

Date

Signature of Associate Dean

Date

OFFICE USE ONLY:

Approved Amount _____ SubCode _____ FY _____ Ent _____ Pd _____