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PennState

Donald P. Bellisario College of Communications
Graduate Funding Request Form

PURPOSE: To confirm funding available and monitor the available student funding within the program.

Please direct any questions to Dr. Olorunnisola (axo8@psu.edu) or Letitia Bullock (lqb4@psu.edu).

To check available funds please contact Letitia Bullock.

Please inform Letitia Bullock if you require assistance making the purchase.

TRANSACTION REQUEST

Are you requesting reimbursement through your alloted graduate funding? ☐ No ☐ Yes (continue completing form)

Details

Choose One: Choose One:

Is this purchase available through eBuy+? ☐ ☑

REQUESTOR INFORMATION

Name of Requestor: _____ PSU-ID: _____ Email Address: _____

Department or Area: _____ Phone: _____ Address to ship to: _____

Purchase Description and Vendor Information

Vendor: _____ Website Link: _____

Please provide item/purchase description:	Budget (Optional)	Fund (Optional)	Object Code (Optional)	Project (Optional)	# of Items	Unit Price	Total
					0	$ 0.00	$ 0.00
					0	$ 0.00	$ 0.00
					0	$ 0.00	$ 0.00
					0	$ 0.00	$ 0.00
					0	$ 0.00	$ 0.00
					0	$ 0.00	$ 0.00
					0	$ 0.00	$ 0.00
					0	$ 0.00	$ 0.00
					0	$ 0.00	$ 0.00
					0	$ 0.00	$ 0.00
					0	$ 0.00	$ 0.00
					0	$ 0.00	$ 0.00

Requestor name: Date:

ORDER OF APPROVAL ROUTING:

1. Graduate Student (required): _____

2. Associate Dean of Graduate Programs (required) _____

If Required: _____

SUPER PURCHASER:

Name: _____ Date Order Placed: _____

Confirmation #: _____ Order Total: $ 0.00