

# FACULTY OF EDUCATION GRANT REIMBURSEMENT REQUEST

(Please print or type)

Researcher: \_\_\_\_\_ Phone: \_\_\_\_\_

Grant No:

Vendor Name: \_\_\_\_\_

<u>Quantity</u>	<u>Cat/Stock No.</u>	<u>Description</u>	<u>Unit</u>	<u>Total</u>
1. _____	_____	_____	\$ _____	\$ _____
2. _____	_____	_____	\$ _____	\$ _____
3. _____	_____	_____	\$ _____	\$ _____
4. _____	_____	_____	\$ _____	\$ _____
5. _____	_____	_____	\$ _____	\$ _____

Please provide a **detailed** explanation of why each item was purchased and how it will be utilized for the funded research. (Computer equipment is not generally eligible for Tri-agency funded grants. Please provide sufficient justification for such purchases)

HST \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

Researcher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Admin Use:** Grant End Date: \_\_\_\_\_ Tri-Agency ruling  Item # \_\_\_\_\_

Budget checked, and funds available as indicated as of: \_\_\_\_\_ Initials \_\_\_\_\_

1  \$ \_\_\_\_\_ 2  \$ \_\_\_\_\_ 3  \$ \_\_\_\_\_ 4  \$ \_\_\_\_\_ 5  \$ \_\_\_\_\_