

SOCIOLOGY DOCTORAL STUDENT REQUEST FOR COMPUTER REIMBURSEMENT

Sociology doctoral students are allocated \$1,250 during their academic career for purchase of computers. This funding is restricted and can be used for computers only (no software or peripherals).

Reimbursement for computer purchases will be issued as a stipend.

All reimbursement request paperwork must be submitted directly to Sarah Giberman.

Student Name:	Email:
Student ID #:	Date submitted to Dept:

Brand and Type of Computer Purchasd:
(ie, "Mac laptop," or "Dell desktop")

Date of Purchase:

Computer Price (not including taxes, fees, etc.):

TOTAL REIMBURSEMENT AMOUNT REQUESTED: \$ _____

STUDENT SIGNATURE: _____ **DATE:** _____

REQUIRED: Please include your dated, original itemized receipt AND proof of payment. Receipts should have the actual charge to your credit card listed. If your receipt(s) does not list the amount, the type of card (Visa, Amex, etc.) with the last four digits of the card (usually listed in this format:1234) then you will have to provide a copy of the credit card statement as proof of payment. If you paid by check, you will need to submit a copy of the cancelled check.

This section for office use only:

NTE: _____ **SG Signature:** _____ **Date:** _____

TOTAL PROCESSED: _____ **PROCESS DATE:** _____

Please return to Sarah Giberman once entered and submitted. **OK to approve? Yes** _____ **No** _____