

**LAWRENCE UNIVERSITY
STARTUP FUND DISBURSEMENT REQUEST FORM**

This form should be used by faculty to purchase items or receive reimbursement from their startup or research accounts for computer hardware/software, books, research materials or other items as specified in their appointment letter. Complete the information below, attach all receipts, and forward to the office of the Provost.

Name: _____

Department: _____

Quantity	Description	Price
	TOTAL:	

Comments:

I understand that all items purchased with startup funds become the property of Lawrence University.

SIGNATURE: _____

DATE OF REQUEST: _____

APPROVED BY: _____
Provost and Dean of the Faculty

Director of Instructional Technology
(For hardware/software acquisitions)

ACCOUNT NUMBER: _____