

MCNEESE STATE UNIVERSITY
U. S. Department of Education Emergency Grant
REQUEST FORM

Date Received _____
 Control No. _____

GUIDELINES:

- Funds are approved for Hurricane Rita necessitated equipment and instrument purchases only.
- Requests given equal weight will be processed on a first received, first processed basis.
- Cost effective purchases closely related to Hurricane Rita that will impact the most members of the university community are given highest priority.
- The completed form should be signed and dated by the faculty/staff making the request and the department head/director. The ORIGINAL request is then forwarded to the next appropriate supervisor.
- **Requisitions will be verified against the original request before approval is given. Any item(s) ordered which does not match the item(s) on the original request will be denied approval.**

Name of item requested:	Estimated total cost (<u>Include shipping, handling, installation, etc</u>):
Detailed description of requested equipment to be purchased. Provide additional sheets if more space is needed.	
Please provide a detailed explanation of how Hurricane Rita makes this equipment purchase necessary. (If this is an emergency request, include when the item is needed and why.)	
Which students/faculty/staff will be able to use the item/project?	
Does this purchase replace damaged or missing equipment? If so, please identify the equipment, including tag number, if applicable, to be replaced.	

Request submitted by: _____ Date: _____

Department Head/Director Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Vice President/ Signature: _____ Date: _____

Received by Committee Staff: _____ (Request author should be informed of receipt of request prior to determination of funded requests)

Committee Action: Approved ___ Denied ___ Date _____

Date Requestor notified _____