**Supplies Request**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project information** | | | | | |
| Type | ………. (Funded project or Hosted proposal writing) | | | | |
| Project/ hosted proposal ID | ………. | | | | |
| Title | ………. | | | | |
| PI name | ………. | | | | |
| Date | ………. | | | | |
| **In-stock office supplies**  (If you need any of the below items, please specify the quantity needed) | | | | | |
| **Item** | **Quantity** | **Return date** (day/ month/ year)  (only applicable for the items with the note “To be returned”) | | | |
| A4 Paper sheets | ………. |  | | | |
| A4 Lined paper | ………. |  | | | |
| A3 Paper sheets | ………. |  | | | |
| Sticky Notes | ………. |  | | | |
| Magnetic Pins | ………. | To be returned on (…/…/…….) | | | |
| Pens | ………. |  | | | |
| Stapler | ………. | To be returned on (…/…/…….) | | | |
| Adhesives Tape Runner | ………. | To be returned on (…/…/…….) | | | |
| CDs | ………. |  | | | |
| DVDS | ………. |  | | | |
| Paper Boards | ………. | To be returned on (…/…/…….) | | | |
| L shape files | ………. |  | | | |
| Ring files (U shape) | ………. |  | | | |
| Folders (20 sheets) | ………. |  | | | |
|  | | | | | |
| **Petty Cash Request**  ( If the requested items are not available in stock, please fill this Petty Cash request) | | | | | |
| Needed items | ………. | | ………. | ………. | ………. |
| Quantity | ………. | | ………. | ………. | ………. |
| Item return date (if applicable) | To be returned on ………….(…../..…/…..) | | | | |
| Cash settlement date | (It MUST be settled in one week from the payment date) | | | | |
| Please pay this cash to | (you can specify the team member who will receive the payment from the GAO) | | | | |

**>> Directions:**

1. This form MUST be submitted by the PI via email: [supplies@mena.vt.edu](mailto:supplies@mena.vt.edu).
2. Please note that the maximum petty cash payment for office supplies is 100 EGP.