**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.
2. Please note that the maximum petty cash payment for office supplies is 100 EGP.