

Curriculum materials Request Form

This form must be completed by the faculty member and submitted to the Dean or related committee for approval.

Date of Request: _____

Name _____

Email _____ Phone _____

This request is for : (Select only one for each form)

Reference Book ____ Textbook ____ Equipment ____ Software ____ Other ____

Complete description & amounts of items needed:

Briefly explain the purpose of this Request

Estimated cost: _____

Dean/Committee approval _____ Date: _____

----- Below to be filled out by Chicago office -----

Date received _____ Items are approved: yes ____ no ____

Approval by: _____ Date: _____

Items ordered date: _____ Ordered by: _____

Cost: _____ Name of Vendor _____