

Electronics/Materials Request Form

As a scholarship recipient, you must be cognizant that educational purchases outside of books, tuition, and fees must be **approved by the Foundation Office** before the purchase can take place. The Foundation Office follows the donor's exact request for how scholarship monies should be spent. Each scholarship donor accepts and denies different purchases.

Due to the variances in scholarships that we facilitate and the diversity of situations that occur with our scholarship recipients, we must approve each request on an individual basis. The donor of the particular scholarship must be contacted and he/she must approve the requested purchase. As a result, approvals can take **3-5 business days or longer depending upon whether or not the donor was reached.**

You must fill out the following form in its entirety in order for your request to be considered:

Date: _____

Full Name: _____

Student ID: _____

Phone Number(s): _____

Email: _____

Scholarship(s): _____

Desired Purchase(s): _____

Please explain the necessity for the desired purchase. If this is a material required for class, please attach the class syllabus that highlights the material(s) needed.

Please initial each contingency below:

_____ I am aware that approvals of requests are determined on an individual basis.

_____ I understand that an approval is contingent upon the approval of the donor and the Foundation Office.

_____ I understand that if this is approved, the approval is only for the item(s) on this request form. If I need to request additional purchases, I must submit a new request form.

_____ I understand that approvals can take a **minimum** of three days to process. I understand that some donors are not as easily reachable as others; therefore, approvals can take more than 5 business days.

_____ I understand it is my responsibility to determine the appropriate equipment I need, and that multiples of the same product are prohibited.

*Return a **signed** copy to the Foundation Office located in Modular 1 at the Rancho Cucamonga Campus.

Signature: _____

Date: _____

For Office Use Only

Received by: _____ Date: _____

Approved _____

Denied: _____

Reason: _____

Student Notified

on: _____