



Nunatsiavut Government – EDUCATION DIVISION

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Purchase Request Form

ONLY COMPLETE IF YOU NEED US TO PURCHASE ITEMS. DO NOT USE FOR REIMBURSEMENTS

Student Name: _____	Program: _____
Student #: _____	Institution: _____
Living Arrangements (while in training): Check one box per semester:	Mailing Address (while in training): _____
<input type="checkbox"/> renting/boarding	City/Town: _____
<input type="checkbox"/> living with parents	Province: _____
<input type="checkbox"/> campus residence	Postal Code: _____
<input type="checkbox"/> own home	
Primary Email Address: _____	Phone #: _____

As I do not have the funds **or** credit card to purchase this myself, please accept this as a **request to purchase**:

- Safety Supplies
- Tools/Equipment
- Technical Items/Supplies

From _____ in the amount of _____ (taxes included)
Retail store or website

Web ID/SKU #: _____

- I have attached a copy of the price quote, order form, or view of online cart to this request.
- I understand that the full purchase amount will come off of the total allowable for my:
 - Safety Supplies
 - Tools/Equipment Allowance
 - Technical Allowance

*Student Signature : _____ Date: _____

For office use only:	
Approved by: _____	Date approved: _____
Ordered by: _____	Date ordered: _____
Staff Credit Card Name: _____	Order confirmation #: _____
<input type="checkbox"/> By checking here, you have confirmed that the supporting documentation is attached.	