

Purchase Request Form

Email completed form and supporting documents to: education@nunatsiavut.com

Student Name: _____ Program: _____

As I do not have the funds or credit card available to purchase this item myself, please accept this form as my request for NGED to purchase the following item on my behalf as required for my program/course:

Description of required item

From _____ in the amount of _____
Retail store or website *Tax included*

Web ID/SKU #: _____

☐ I have attached a copy of the price quote, order form, or image of online cart to this request.

☐ I understand that the full purchase amount will be deducted from my entitled amount for:

☐ Safety Supplies

☐ Tools/Equipment Allowance

☐ Technical Allowance

Student Signature

Date

For office use only:

Approved by: _____ **Date approved:** _____

☐ By checking here, you confirm that all required supporting documentation is attached.

Ordered by: _____ **Date ordered:** _____

Staff Credit Card Name: _____ **Order confirmation #:** _____