

Process for Consumable Lab Forms

1. Student sends an email requesting funds for lab supplies and receives a blank copy of the form below or finds the form online either on our Canvas page or our Discovery Pathways website.
 2. The student sends the completed form to the discoverypathwaysprogram@ufl.edu for Dr. Schultz to approve or deny.
 3. Once approved, the student/mentor make the purchase through their labs department.
 4. The invoice from the purchase is then forwarded to discoverypathwaysprogram@ufl.edu with the approved, signed consumable lab form (I should have a copy but it's helpful to receive it in one packet).
 5. The consumable lab form and invoices are sent to Ernestine Carroll who processes a disbursement to the lab's home department.
 6. Supplies should be purchased from FUND CODES 211 or 212, purchases from other FUND CODES will be denied.
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Medical Student Research Program
discoverypathwaysprogram@ufl.edu
Shawn Murphy | 352-273-8580

T35 Grant Lab Support Request Form

Date: _____

Student's Name: _____

Faculty's Name: _____

Department Name: _____

Accountant's Name: _____

Phone Number: _____

Email Address: _____

Total Amount Requested: _____

List Item Breakdown, Price and Purpose Below: (use additional pages if needed)

_____ **For Program Use Only** _____

Date Received _____

Funds Approved

Funds Denied

Reason for denial: _____

Program Director's Signature _____ Date: _____