SMI Supply Request for Classroom Project
STEP #2: REIMBURSEMENT FORM

Submission of this form will not be accepted unless you received SMI approval from STEP #1: APPROVAL FORM.

Student's Name _____ Student ID #_____

Mentor Teacher's Name _____

For which course are you enrolled? (please circle appropriate course listed below)
EDUC 3 EDUC 4 NASC 192L

Itemize and detailed expenses of items SMI approved for outside purchase (see SMI written remarks on *STEP #1: APPROVAL FORM*) incurred for implementing your lesson plan proposed in

Date Purchased	**Purchased Items**	**Actual Cost** **(include tax, delivery, other applicable charges)**	**Vendor Used**

Signature Verification: By signing below, you are verifying that these items were used for lesson implementation (as submitted with Approval Form).

Mentor Teacher's Signature _____

Student's Signature _____

II. Purchase assistance: List below items you need SMI's purchasing assistance in order to implement your proposed lesson plan.

ITEMS	QUANTITY

III. Copying assistance: If you have instructional materials (i.e. handouts) that need to be copied, please attached those items and complete the grid below.

TITLE OF INSTRUCTIONAL MATERIAL	TOTAL NUMBER OF COPIES	CAN IT BE COPIED BACK-TO-BACK?	SPECIAL INSTRUCTIONS

IV. With my signature, I agree to follow my proposed lesson plan if approved by SMI. Also, I agree to allow SMI to store and share my lesson plan in its Resource Library located both online and in its Resource Center.

_____ _____

Student's Signature **Date**

----SMI OFFICE USE ONLY----

Approved by _____Date_____

Not Approved:

Explanation_____