

# Ordering Supplies

**Once you have an approved budget, you can begin spending!**

**How to order:** Please place orders with Carrie Donohue (MBH 143).

1. Fill out a **Purchase Request Form (PRF)** found under Student Resources or Independent Research on the Biology homepage.
2. Email it to your adviser.
3. Your adviser will email it to Carrie Donohue ([cdonohue@middlebury.edu](mailto:cdonohue@middlebury.edu)).
4. Stockroom personnel will deliver your order to the destination stated on the PRF.

**Multiple funding sources** may be applied to a PRF and if you have any questions regarding the form, please check with your adviser.

**Stockroom Purchases:** Please refer to the [Stockroom Online Catalog](#) when ordering as the item you need may be readily available in house.

**IMPORTANT: Plan ahead to allow plenty of lead time for order placement and delivery as expedited shipping increases order cost.**

**Shipping costs:** Shipping costs vary according to weight/handling requirements.

**Shipping speed:** The date orders are needed should pair with delivery method (below):

**UPS** – Ground Service, 3<sup>rd</sup> Day, 2nd Day, Next Business Day

**FedEx** – Priority Overnight (next business morning), Standard Overnight (next business afternoon), 2 or 3 Business Days

**Deliveries:** Stockroom Manager, Caitlin Carr. *All orders are shipped to adviser's attention. The Stockroom doesn't accept deliveries for students.* If an order doesn't arrive by the date specified or if the order contains an error, please check with Caitlin or Carrie.

**Keep track of your spending:** Though student funding charges are recorded, it is a good idea to keep track of your spending as related to your funding available.

**Circumstances requiring reimbursement:**

For out of pocket expenses, please fill out a Reimbursement Request and give it to Carrie Donohue along with your original receipt(s)

For any questions, please contact Biology and Neuroscience Academic Coordinator, Missey Thompson.