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 on FORMS and WORKSHEETS page.
2. Email it to your adviser.
3. Your adviser will email it to Carrie Donohue (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, 3rd 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, will have orders delivered to the room specified on PRFs. *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). These forms are available online, as well as the main Biology bulletin board across from MBH 343.

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