

## Materials Order + Reimbursement Form

(Please exclude taxes; MIT is tax exempt and cannot reimburse taxes.  
**A receipt needed for all reimbursements.**)

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Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Course Name + Number: \_\_\_\_\_

Retailer: \_\_\_\_\_

Item: \_\_\_\_\_ Cost/Price (\$): \_\_\_\_\_

Quantity: \_\_\_\_\_

Date Needed by: \_\_\_\_\_

Purpose of Purchase:

### Notes:

Please return the completed form to Kevin McLellan. If being reimbursed, let Kevin know if the person being reimbursed has direct deposit through Atlas.