

SCHOOL OF the EARTH, OCEAN and ENVIRONMENT

BENCH FEE EXPENDITURE REQUEST

GUIDELINES:

- Bench fee funds are solely for research expenditures related with the academic studies of the individual student.
- Any bench fee expenditure request requires the agreement of both the graduate student and the advisor.
- All expenditures are made in accordance to USC policies and procedures using the appropriate USC approved procurement methods.
- No personal funds can be used for purchases except when the expenditure is related to a travel award and after a Travel Authorization has been issued.
- All materials and equipment purchased using bench fee funds are property of the University of South Carolina and exclusively for University use.

REQUEST (briefly describe items (s) to be purchased or travel request expenditure and relevance to graduate studies):

Total Amount (including shipping and 8% SC taxes):

Graduate Student Name (please type):

Signature:

Academic Program: (GEOL / MSCI / MERM):

Date: / /

Advisor's Statement:

I, the advisor of the above named student confirm that this expenditure request is related to the student's research activities and it is required for the student's academic progress.

If the final expenditure exceeds the amount available at the student's bench fees account, I agree to cover the excess amount from account no:

Advisors Name (please type):

Signature:

Date: / /

For Main Office Use Only: