



Materials Request and Reimbursement

The supply closet and the cabinet next to the Administrative Assistant's desk should first be checked for materials. If the supply closet is insufficient, new materials can be requested.

Materials should be requested at least 2-3 business days beforehand in order to ensure they are delivered on time from Staples. If ordered from Amazon or another location, please request 1 week in advance.

In order to request materials, an email should be sent to

Magee.Giarrosso@Tufts.edu

with the material and quantity needed. If the material needed is specific or something uncommon, include the store where it can be purchased (i.e. Staples) and the item number.

Reimbursements for Supplies

Materials should be ordered beforehand. In the case that this isn't possible, supplies can be purchased individually. Tufts University does not reimburse for tax, so a tax-exempt form should be shown to the merchant at the time of purchase. If you do not provide this card, your reimbursement will only be for the total amount before tax.

To get reimbursed, please provide the administrative assistant with the original receipt with your full name and student ID on a Post-It.

*Please allow a couple weeks to receive your reimbursement.