

Purchase Request Form
Hasselmo Language Teaching Center

Each language has an allocation that may vary from year to year. Please allow a minimum of two months for the acquisition process. Since funds are quite limited, please consult with colleagues in your discipline and come to a consensus about acquisition priorities.

Name: _____

Today's date: _____

E-mail: _____

UMM Discipline: _____

Description of Materials:

Is this for use in a particular course? Yes No

If yes, please specify course title and semester and year when the course will be taught:

Date needed: _____

Please provide as many details as possible for purchasing this material (website, price, etc.). Please also specify if the transaction cannot be conducted in English, and if not, what language is required.

Please return this form to Viktor Berberi as an attachment berberiv@morris.umn.edu or via campus mail.