

# Request Form: Items not on JHU Carey Supply List \$100 and above

**Requisition Information-TYPE and submit to [Carey.Operations@jhu.edu](mailto:Carey.Operations@jhu.edu)**

Date of request:

From:

Phone #

.....  
Faculty Discretionary Account:

Item description (attach documentation or include url):

Estimated cost:

Date required:

Justification:

.....  
SIGNATURE--Vice Dean Faculty

PRINT NAME-Vice Dean Faculty

DATE

**Policy:**

The maximum allowable purchase for items outside of normal office supplies or computer hardware/software is \$1,000 over a two-year period. All said items greater than \$100 require the above requisition form be completed, then signed by the Vice Dean of Faculty. Please note that all items must remain at the Carey Business School and are JHU property.

For your reference, normal office supplies are listed here: [Office Supplies Carey](#).

Contact JHU Carey IT regarding computer hardware/software items they normally order.