

**SUPPLY PURCHASE REQUEST**  
**For Space Grant Research and Trainee Interns**

**Check One:**  
Research   
Trainee

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**List of supplies to purchase (Name/ Estimated Cost/ Vendor):**

1) \_\_\_\_\_ 4) \_\_\_\_\_  
2) \_\_\_\_\_ 5) \_\_\_\_\_  
3) \_\_\_\_\_ 6) \_\_\_\_\_

**Total Estimated Cost: \$** \_\_\_\_\_

**Brief Justification for Purchase:**

**IMPORTANT: Approval from Ms. Marcia Rei Nii or Dr. Peter Englert is required prior to making any purchases.**

*Do not write in this box. [FOR OFFICE USE ONLY]*

**Circle One: APPROVED REJECTED**

**Reviewed by:** \_\_\_\_\_ **on** \_\_\_\_\_.

**Signature:** \_\_\_\_\_

**INSTRUCTIONS**

Step 1: Complete a Supply Request Form and e-mail a digital copy (PDF) of the completed supply request to HSGC ([hsgc@higp.hawaii.edu](mailto:hsgc@higp.hawaii.edu)). Once approved, you will be notified by Marcia Rei Nii (Mars) ([mars@higp.hawaii.edu](mailto:mars@higp.hawaii.edu)) or Peter Englert ([peter@higp.hawaii.edu](mailto:peter@higp.hawaii.edu)) via email to make your purchase.

Step 2: Make your purchase after the request is approved. Payments must be made only by the participating student's own credit card, personal check, or cash to pay for the item(s).  
*NOTE: Third party purchases such as PO (purchase order), P cards or asking an individual to pay for your items will not be reimbursed. No other exceptions!*

Step 3: Please submit copies of receipts via e-mail to Mars who will process your refund. Please hold on to your original receipt(s) for tax purposes.

**\*\*IMPORTANT: If you have signed up to receive stipend checks via direct deposit, please allow a week for your reimbursement to appear in your bank account. Otherwise, checks will be mailed directly to your home address as indicated on your WH-1 form.\*\***