

SUPPLY PURCHASE REQUEST
For Space Grant Research and Trainee Interns

Check One:

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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). Once approved, you will be notified by Marcia Rei Nii (Mars) (mars@higp.hawaii.edu) or Peter Englert (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.**