

**Hawai'i Space Grant Consortium
 NASA Space Grant
 University Research Internship (URI) Program
 [Group Research, Research, & Trainee Interns] SUPPLY PURCHASE REQUEST
 Mānoa & Hilo Campuses**

Name: _____

Check One: GRI RI TI

Semester & Year: SPRING FALL 20__ __
 (Circle) (YYYY)

Date of Request: __ __ / __ __ / 20 __ __
 (MM/DD/YYYY)

List of Supplies to Purchase:

#	Item Name	Vendor	Estimated Cost
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
			Total Estimated Cost: \$

Brief Justification for Purchase:

Student's Signature: _____

IMPORTANT: Approval from Ms. Marcia Rei Nii OR Dr. Peter Englert is REQUIRED prior to making ANY purchase(s).

See back of page for Instructions and Additional Information

DO NOT WRITE IN THIS BOX [FOR OFFICE USE ONLY]

Circle One: APPROVED REJECTED

FMIS Doc #: _____

Reviewed By: _____ On __ __ / __ __ / 20 __ __

Signature: _____

INSTRUCTIONS

Step 1: Complete a Supply Request Form and e-mail a digital copy (PDF) of the completed request to HSGC (hsgc@higp.hawaii.edu). Once approved, you will be notified by Mars (mars@higp.hawaii.edu) or Peter Englert (penglert@hawaii.edu) via email to make your travel 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.**

REQUIRED INFORMATION NEEDED ON RECIEPTS

If Online Purchase:

- Name of Student
- Payment Method (Card / Cash)
- Actual Total Amount / Balance
- Shipment Date of Package

If In-Person Purchase:

- Name of Student
- Payment Method (Card / Cash)
- Actual Total Amount / Balance

NOT ALLOWABLE PURCHASES PER UH POLICY

- Electronic Equipment (Example: Computers, Laptops)
- Office Supplies (Example: Pens, Pencils, Paper, etc.)