

# SUPPLY PURCHASE REQUEST For Space Grant Fellows/Trainees

**Check One:**

Fellow

Trainee

- Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_
- List Supplies Needed (Name/ Estimated Cost/ Vendor):
  - 1) \_\_\_\_\_ 4) \_\_\_\_\_
  - 2) \_\_\_\_\_ 5) \_\_\_\_\_
  - 3) \_\_\_\_\_ 6) \_\_\_\_\_
- Total Estimated Cost: \$ \_\_\_\_\_
- Brief Justification for Purchase:

**IMPORTANT: Approval from Ed Scott 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 either deliver or e-mail the form to Ed Scott (escott@higp.hawaii.edu) and copy Kara Tanaka (hsgc@higp.hawaii.edu) for review.

Once approved, you will be notified via e-mail 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: Purchases made with PO's (purchase orders), P cards, or third party purchases will not be reimbursed. No other exceptions!*

Step 3: Submit copies of receipts to Kara Tanaka who will process a reimbursement check. You will be notified when the check is available for pick up (for UH Hilo recipients, we'll send your check to Dr. Hon for distribution).

**NOTE: After supplies have been purchased, please submit a copy of your receipt(s) to Kara Tanaka in POST 501 or via e-mail at [hsgc@higp.hawaii.edu](mailto:hsgc@higp.hawaii.edu) to process a refund check. Please hold on to your original receipt(s) for tax purposes.**