

SUPPLY PURCHASE REQUEST For Space Grant Fellows/Trainees

Check One:	
Fellow	<input type="checkbox"/>
Trainee	<input type="checkbox"/>

• 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 Ms. Marcia Rei Nii (Mars) is required prior to making any purchases.

<i>Do not write in this box. [FOR OFFICE USE ONLY]</i>
Circle One: APPROVED REJECTED
Reviewed by: _____ on _____.
Signature: _____

INSTRUCTIONS

Step 1: Complete a Supply Request Form and either deliver a hard copy print out to the HSGC Office, POST 501 (UHM recipients only) or e-mail the form to Mars (mars@spacegrant.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 an HSGC Staff in POST 501 (UHM recipients only) or e-mail directly to Mars who will process your refund. You will be notified when the check is available for pick up.
For UH Hilo recipients, we'll send your check(s) to Dr. Hon for distribution.
For UOG recipients, we'll send your check(s) to Dr. King for distribution.

NOTE: After supplies have been purchased, please submit a copy of your receipt(s) to Mars at mars@spacegrant.hawaii.edu to process a refund check. Please hold on to your original receipt(s) for tax purposes.
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