Memorandum

TO: Marcia Sakai
President, Vice President, Chancellor, or Designee

VIA: Mason Kuo
Name of Fiscal Officer

FROM: Ellen I Kusano
Name of Requesting Official

SUBJECT: Purchase of Meals, Refreshments, and Protocol Items with Special, Revolving and/or Endowment Funds

The (Department or Program) desires to purchase meals, refreshments, and/or protocol items under Pcard/Purchase Order (Purchase Order or Contract No.) with funds derived from the designated Special, Revolving and/or Endowment Fund (Account #: #######; Sub-Acct: XXXX) for Event Name, Event Date (Identify Function)

COMPLETE THE FOLLOWING AND ATTACH SUPPORTING DOCUMENTATION (attach additional pages if necessary):

Description of the items to be purchased:

List Items & Quantities

Justification for the purchase and explanation of how the purchase benefits the University program:

Justification should include how the purchase benefits other UH Hilo students as well.

Names of individuals for whom meals, refreshments and protocol items are being provided, if applicable:

List of Recipients

Amount of Purchase: Total $ Amount

Vendor Name and Address: Vendor Name, Address

Reviewed By:

Signature of Fiscal Officer Date

Approved By:

Signature of President, Vice President, Chancellor or Designee Date