

## Purchasing: Informational Sheet

*Please return this form with both sides completely filled out at the initial purchasing meeting with fiscal support To schedule an initial purchasing meeting, please contact fiscal support at [hccsld@hawaii.edu](mailto:hccsld@hawaii.edu)  
PDF Form Fillable Only*

### Requestor Information

Name: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
School E-Mail: \_\_\_\_\_@hawaii.edu

Organization: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Alternate E-Mail: \_\_\_\_\_

### Event Information

Event Title: \_\_\_\_\_  
Event Time: \_\_\_\_\_

Event Date: \_\_\_\_\_  
Event Location: \_\_\_\_\_

Event Description:

Justification for Purchase – How does the purchase benefit Honolulu Community College Students?

Date Approved: \_\_\_\_\_ Budget Line Item Requested for Use: \_\_\_\_\_  
Approval Granted with: YES: \_\_\_\_\_, NO: \_\_\_\_\_, ABSTAIN: \_\_\_\_\_ (please attached minutes to work sheet)

### Vendor Information

Vendor Name: \_\_\_\_\_ (to appear of PO and Payment Check)  
Vendor Contact Person: \_\_\_\_\_ Vendor Contacts Title: \_\_\_\_\_  
Vendor Phone Number: \_\_\_\_\_ Vendor E-Mail: \_\_\_\_\_  
Vendor Full Address: \_\_\_\_\_

Does Vendor accept PO: YES NO

If NO, what form of payment was your organization going to use:

If YES, have you done business with this vendor in the past year: YES NO

If YES, no further paperwork is needed. If NO, please attach vendor's W-9 or NE-INV as applicable.

### Certification

I acknowledge that I have attended the Fiscal Support Training hosted for School Year 2022 – 2023. I certify that I understand the purchasing process, timelines, the responsibilities of fiscal support, and my responsibility as the requester.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Purchasing: Product Sheet

Date Items Needed: \_\_\_\_\_

**Please attach quote/shopping cart/or other list of items or you must fill out the following product sheet.**

Item Name	Item Number (If applicable)	Item Description	Quantity	Price for Each	Total
Notes:				Subtotal	
				Misc. Charges	
				Shipping Cost	
				Tax	
				Discounts	
				Grand Total	

*If you have questions please contact Fiscal Support - [hccsld@hawaii.edu](mailto:hccsld@hawaii.edu)*