

UNIVERSITY OF HAWAI'I
Memorandum

To: _____ Date: _____
Name of Fiscal Administrator

From: _____
Name of Principal Investigator, Department Head, Administrator

SUBJECT: Purchase of Meals, Refreshments, and Protocol Items with Special, Revolving and/or Endowment Funds
(AP Section 8.265)

The _____ desires to purchase meals
(Department or Program)

refreshments, and/or protocol items under _____ with funds derived from designated Special,
(Purchase Order or Contract No.)

Revolving and/or Endowment Fund (_____) for _____
(Account/Campus Code) (Identify Function)

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

Description of the items to be purchased:

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

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

Amount of Purchase: _____

Vendor Name and Address: _____

Reviewed and Approved by:

Full Name of Fiscal Administrator

Signature

Date

Full Name of President, Vice President, Chancellor, or Designee

Signature

Date