

# How to Access Funding for Equipment, Royalties and Supplies

If possible, purchases for Equipment, Royalties or Supplies should be made online and paid for with a university procurement card.

Follow the steps below to purchase online items.

- Set up a meeting with Pam Creger, [pamela.creger@uni.edu](mailto:pamela.creger@uni.edu)
- Amazon and Office Depot are preferred vendors
- Technology purchases must be vetted through ITS – Pam Creger will assist with this

If your purchase cannot be completed online, you can purchase the item(s) and be reimbursed as long as the following steps are taken

- Email the Director of Finance for NISG to ensure the item(s) you will be purchasing are reimbursable and fall under your allocation. **Failure to do this may risk your ability for reimbursement**
- After receiving approval from the Director of Finance for NISG, you can make the purchase
- Make sure receipts are itemized and show the method of payment
- Complete a [Request for Reimbursement](#)
- [Detailed instructions for requesting reimbursement](#)
- Scan the Request for Reimbursement and all applicable receipts and send to Pam Creger, [pamela.Creger@uni.edu](mailto:pamela.Creger@uni.edu)
- All requests for reimbursement must be submitted no later than June 1<sup>st</sup> in order to ensure reimbursement before funding expires