

## How to Access Funding for Supplies, Equipment and Royalties

- If possible, purchases for Supplies, Equipment and Royalties should be made online and paid for with a university credit card
- Follow the steps below to purchase online items
  - Email the Office of Student Involvement secretary (contact information can be found at [involvement.uni.edu](http://involvement.uni.edu)), with the following information:
    - The funding source and amount of your allocation
    - Item(s) you would like to purchase with vendor name, description of item(s), prices, and links to those items if possible
- Preferred vendors for the university whenever possible are:
  - Amazon
  - B & H Photo
  - CDW
- Technology purchases require vetting through Information Technology Services. An additional step is needed in these instances, so plan your needs accordingly
- If your purchase can not be completed online, you can make purchases out of pocket and seek reimbursement if the following steps are taken
  - Ensure that the items you intend to purchase are allowable expenses following the NISG funding guidelines. These guidelines can be found at [niscg.uni.edu](http://niscg.uni.edu). If you are unsure if the item you intend to purchase is allowable, contact the Director of Finance for NISG at [niscg-finance@uni.edu](mailto:niscg-finance@uni.edu)
  - When making a purchase, be sure to obtain a detailed, itemized receipt for the purchase
  - Complete a [Request for Reimbursement](#) form. Instructions can be found [here](#)

- Scan the Request for Reimbursement form and all applicable receipts and send to the Office of Student Involvement secretary (email listed under contacts at [involvement.uni.edu](mailto:involvement.uni.edu))
- All requests for reimbursement must be submitted no later than May 31st to ensure reimbursement before access to allocated funding expires