

ePurchasing requisition no.: R_____

Attachment to ePurchasing requisition for reimbursement to individuals (excluding travel and relocation costs), and for direct payments (i.e. FedEx, Hawaiian Telecom, etc.).

- 1) Attach original receipts on this page. Use additional pages if needed.
- 2) Departmental signature required to certify satisfactory receipt of goods/services.

Attach receipts here.

As contractually authorized, all the materials, supplies and incidentals have been received in good order and condition.

Authorized Departmental Signature

Date

Department