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
- 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
- All requests for reimbursement must be submitted no later than June 1st in order to ensure reimbursement before funding expires