

I. Other Documentation Summary

Type of Expenditure	Form/ Additional Documentation Required	Purpose	Policy Section
Expenditures for goods or services over \$4,000.	"Record of Sole Source and Verbal Quotations" Form	To make sure funds are being spent prudently.	VIII G
Meal expenditure policy	Name, Title, Affiliation of Person  Notice of meeting, invitation or agenda	Additional documentation of business purpose	VIII J 10
Furniture/equipment	"Transmittal Form for Non-cash Gifts"	To record property in university inventory records.	VIII J8
Facilities renovation	Written approval from the UH Facilities Management Office	Coordination	VIII J 3
Prizes	"Prize Acknowledgement Form"	IRS reporting	VIII J 14
Travel	"University of Hawai'i Travel Request Form"	Supporting documentation	VIII J 17
Payment of Services to a contractor or individual	"Verification for Payment of Services to an Individual"	IRS reporting	VIII J 18
Payment of services to a university employee	"Verification for Payment of Services to an Individual" Please note payee will be the University of Hawaii	IRS reporting	VIII J 18
Travel reimbursement for Non Resident Aliens	"Certification of Academic Activity for Travel Reimbursement to a Nonresident Alien"  Copy of current passport and I-94 Arrival/Departure Form  Copy of IAP-66 Certificate of Eligibility for	IRS reporting	VIII K 5



	Exchange Visitor (J-1) Status		
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