

HI H.O.P.E.S. Initiative/EPIC 'Ohana, Inc.

HI H.O.P.E.S. Match

Asset Purchase Reimbursement Agreement – Laptop

Our standard policy for the HI HOPES Match is that we DO NOT reimburse participants for purchases that have already been made.

However, HI HOPES match now allows program participants to receive a reimbursement for the eligible asset purchase items below. The items listed below are the ONLY exception to our policy regarding reimbursement.

- **Laptop/Computer:** All purchases must be from a retail vendor (i.e. Costco, Best Buy, Target, Walmart, Costco, Sam's Club, Apple Store, any local electronic store, etc).
- **Tablet:** All purchases must be from a retail vendor (i.e. Costco, Best Buy, Target, Walmart, Costco, Sam's Club, Apple Store, any local electronic store, etc).
- **Printer, with purchase of Laptop/Computer**
- **1-time purchase of computer care/maintenance service, with purchase of Laptop/Computer**

Please initial ALL THREE statements below to confirm that you agree to the following:

1. _____ I am eligible for a match up to \$_____. I will be responsible for paying my portion of the match and the cost of anything over this match amount. I will not be reimbursed for any cost that is above the total of my portion of the match plus my eligible match amount.
2. _____ I understand that I must provide an official itemized receipt to EPIC 'Ohana (ming@epicohana.org or gdelapena@epicohana.org) **within 5 days of purchasing** the item in order to receive my reimbursement. The receipt must clearly indicate the following (see example on 3rd page):
 - Date of Purchase
 - Name of Vendor
 - An itemized receipt that indicates the pre-approved item and its cost
 - Total amount of the purchase
3. _____ I understand that failing to provide an itemized receipt to EPIC 'Ohana within 5 days of purchase will result in **NO REIMBURSEMENT**.
4. _____ I understand that this reimbursement is only possible when I buy a computer from a store (i.e. Costco, Best Buy, Target, Walmart, Costco, Sam's Club, Apple Store, any local electronic store, etc). I can make a purchase from any of these stores online.

Please let us know how you would like your reimbursement. Check ONE option.

_____ Deposit the reimbursement into my Bank of Hawai'i Match Savings Account.

_____ Prepare a Cashier's Check and Mail it to my home address.

Please provide your signature below to certify this agreement:

Name of Participant (printed): _____
(First Name, Last Name)

Signature of Participant: _____

Dated: _____

FOR EPIC 'OHANA STAFF ONLY:

Received by:

Name EPIC 'Ohana, Inc. Staff: _____

Signature of EPIC 'Ohana Inc. Staff: _____

EXAMPLE OF AN ITEMIZED RECEIPT

Name of Vendor

This receipt CLEARLY describes what is being purchased along with the price of each individual item.

This receipt also shows the TOTAL price.

Method of Payment to confirm that it's been paid.

Date of Purchase

454 Avenue
New York, NY
Store#100 (212) 654-7889

2	Regular Cheese Slice	\$22,00
1	Sicilian Cheese Slice	\$3,00
1	20oz Bottle	\$2,00

SUBTOTAL: \$27,00
TOTAL \$27,00
VISA PURCHASE \$27,00
VISA 2323
Auth#424104 Exp Date **/**
Lane #180 Cashier 986
9/13/2018 11:29 AM Ref/Seq#57367
MRCH 64094 TERM=020 IC=IC
EPS SEquence 570047
ITEM 4 H.PAUL
9/13/2018 11:29 AM
8031 54 8387 979950
*** REPRINT ***