

## **Ordering Supplies for WRPI Internships**

Please note: If any equipment is purchased, it becomes the property of WRPI (not the student) with final ownership addressed when WRPI closes out the award. No single item may exceed \$500, including tax. We do not have a partial reimbursement option for expenses over \$500.

### **We offer two options for your convenience:**

#### **OPTION 1:**

#### **Purchase yourself, then get reimbursed**

**(fastest method, but requires temporary out-of-pocket expense)**

1. Determine the items needed and have your internship supervisor (faculty/researcher, or agency supervisor) email [chrodrig@csusb.edu](mailto:chrodrig@csusb.edu) and [miranda.moore@csusb.edu](mailto:miranda.moore@csusb.edu), giving their approval for the items to be purchased.
2. Purchase the items.
3. Send in receipts that show “PAID” or “zero balance due”. Snail mail ORIGINAL receipts to:  
Miranda Moore  
Water Resources Institute at CSUSB  
5500 University Parkway, PL-401  
San Bernardino, CA 92407-2397

If your order was placed online, you may forward the receipt to [miranda.moore@csusb.edu](mailto:miranda.moore@csusb.edu)

4. Confirm the mailing address you'd like us to use for mailing your reimbursement check.

Once original receipts are received and mailing address is confirmed, turnaround time for reimbursement is 10 business days.

## **OPTION 2:**

**We purchase for you, and have items shipped to you  
(slower method, but does not require out-of-pocket expense)**

1. Document the needed items on the Internship Supplies Order Form. Please **write legibly**, because if we can't read it, we can't order it!
2. If you must purchase supplies from more than one vendor, use a separate Supplies Order Form for each vendor. Keep copies of all forms for your reference until the supply order process is complete.
3. Have your internship supervisor (faculty/researcher, or agency supervisor) review your list of supplies and discuss possible options with you in terms of materials and vendors. The **internship supervisor must sign** at the bottom of the Internship Supplies Order Form, giving their consent to the purchase, before any further action is taken.
4. **Ask the vendor if they accept purchase orders from Cal State San Bernardino. We are unable to use "Option 2" if the vendor does not accept purchase orders. For example, Amazon.com does not accept purchase orders.**
5. Ask the vendor for a complete **price quote** for all items you need to purchase. Make sure this price quote is on vendor letterhead that includes:  
Vendor name, address, phone number, fax number, and name of contact (if known)
6. Confirm that the price quote includes accurate order information including:  
Your shipping address (usually your campus/department)  
Item number or ID number  
Quantity  
Description  
Unit Price  
Total (including any taxes and shipping charges)
7. Email your signed Internship Supplies Order Form(s) and price quote(s) to [chrodrig@csusb.edu](mailto:chrodrig@csusb.edu) and [miranda.moore@csusb.edu](mailto:miranda.moore@csusb.edu), or fax 909-537-7682 for final approval:

NOTE: No order form will be processed without **all** required signatures.

8. For any supplies that are shipped from a vendor, keep all shipping documents (packing slips) to verify receipt of all supplies. Then mail all shipping documents associated with one internship in one envelope to:  
Miranda Moore  
Water Resources Institute at CSUSB  
5500 University Parkway, PL-401  
San Bernardino, CA 92407-2397

Timeline for Option 2 can vary, typically from 2-6 weeks, depending on the vendor.

If you need to order supplies through a faculty department, by any other means, or if you have questions, please contact Miranda Moore directly at [miranda.moore@csusb.edu](mailto:miranda.moore@csusb.edu) or 909-537-7681.