



<http://www.csuci.edu/ira/index.htm>

Application

Instructionally Related Activities Funds Request

2009-2010 Academic Year

DEADLINE: Fall and Academic Year 3/15/09

Spring 10/15/10

Applications must first be sent to the appropriate program chair. Chairs will then recommend and route them to the Dean's Office for review and authorization. The Dean's Office will then forward them to the IRA Committee for consideration.

**Activity Title: Habitat Choice in Hawaii's Humpback whales
A field based research and service learning opportunity for Science Majors.**

Project Sponsor/Staff

Rachel Cartwright	805 437 2635
Blake Gillespie	805 437 2404

Activity/Event Date(s):	March 20 th – 28 th 2010
Date Funding Needed By:	Spring 10
Notification:	Fall 09

Please check if any of the following apply to your IRA:

- | | |
|---|---|
| <input type="checkbox"/> Equipment Purchase | <input checked="" type="checkbox"/> Field Trip |
| <input type="checkbox"/> Event | <input type="checkbox"/> Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter |
| <input type="checkbox"/> IT Requirements | |
| <input type="checkbox"/> International Travel | |
| <input type="checkbox"/> Space/OPC Requirements | <input type="checkbox"/> Risk Management Consultation |
| <input type="checkbox"/> Infrastructure/Remodel | <input type="checkbox"/> Late Submission (Passed Deadlines: Fall 3/15, Spring 10/15) |
| <input type="checkbox"/> Other _____ | |

Previously Funded: ☒ YES ☐ NO Yes, Request # _____

Does your proposal require IRB (Institutional Review Board) approval: ☐ Yes ☒ No

Assessment submitted for previously Funded Activity: ☐ YES ☒ NO (but in prep)

Academic Program or Center Name and Budget Code: Biology

Date of Submission: April 23, 2009

Amount Requested:	20,960
(Should match item 2. E. on page 4)	

Estimated Number of Students Participating:	9
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Conditions and Considerations

Equipment Purchase-If requesting large equipment, Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines

Events-Attach copy of Events and Facilities Use Request Form (Public Folders-Events & Facilities folder) Consider time frame for set-up and take down.

Participant Data Collection for Public Dissemination-If Project Sponsor proposes to conduct research with human participants then it may be subject to IRB (Institutional Review Board for the Protection of Human Subjects) review. It is the Project Sponsor's responsibility to inquire with the IRB prior to IRA application submission to determine if the project is exempt from IRB review so that funding is not delayed. Please indicate on the cover page if your project is exempt from IRB review.

Field Trip-If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

IT Requirements-Requires proof of correspondence and approval from IT Administration

International Travel-Requires International Travel application be submitted to Center for International Affairs.

Risk Management Consultation-Requires proof of correspondence with Risk Management.

Space/OPC Requirements, Infrastructure/Remodel-Requires proof of correspondence with OPC Administration .

Late Submission (Deadlines: Fall 3/14, Spring 10/15)-Requires explanation for emergency funding.

Fiscal Management: Project Sponsor's program will be responsible for all costs incurred over and above what is funded through the IRA award and will be responsible for seeing that any revenue that is intended to offset the amount of the IRA award is transferred accordingly.



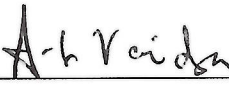
Application
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Requirements and Signatures

Please provide the following in your application:

1. **Brief Activity Description.** Describe the activity and its relationship to the educational objectives of the students' program or major.
2. **Relation to IRA to Course Offerings.** All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses. Please list all classes that relate to the program proposed.
3. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note a report will be due at the end of the semester.**
4. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)
5. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.
7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

	Rana Cartwright 4/24/09
Project Sponsor	Date
	4/24/09
Program Chair/Director	Date
	4/27/09
Dean	

Habitat Choice in Hawaii's Humpback whales
A field based research and service learning opportunity for Science Majors.

1. Brief Description:

This field trip is a continuation of a research experience and service learning project that ran for the first time in spring '09. The course provides students with the opportunity to participate in a conservation-based research study and associated outreach activities.

The field trip will run over spring break '10; enrolled students will head to Maui, Hawaii, where they will be working with a local research organization, the Keiki Kohola Project. This is a non profit research organization that includes experienced field biologists, local boat captains, naturalists and student volunteers from the Marine Options program, at Maui Community College. Our students will join the research team and participate in the all aspects of their on going study of habitat utilization dynamics.

Students will also plan their own complementary research projects. Prior to the trip we will meet with students on a weekly basis. Students will work in small teams to develop specific research questions, relating to the abiotic factors that affect the region, such as water quality issues, and anthropogenic activities within the study area. Results obtained from the previous year's research will be used in planning the new questions to be addressed. Students will plan and design their own experiments and these will then be incorporated into their activities during the field trip.

Whilst on the islands, students will meet with representatives from local NGO's, local management officials from the Hawaiian Island Humpback Whale National Marine Sanctuary, and other researchers who are active in the conservation arena in the region. These different entities will inform our students on the politics and the practicalities of the unique challenges of marine management and conservation. Through first hand experiences on the water, combined with the information the students will gain from these meetings, students will gain a very realistic picture of the current conservation challenges that face this region.

As a constituent component of the course each student will research and produce a synopsis on a different management issue that is impacting the area, addressing issues such as the impacts of vessel traffic, sonar and climate change on marine mammals. The students will be expected to provide a web page layout, a poster and / or a fact sheet that summarizes the most accurate and up to date information on their topic. The web pages will be uploaded to the existing research website (www.caringforcalves.org). The posters will be displayed at the local national marine sanctuary, and at local public awareness events, such as Whale Quest, an annual event based on Maui, and the fact sheets will be compiled into booklets and distributed to boat captains and naturalists that work in the local whale watching industry. Every year some 1.2 million visitors to Hawaii and many take a whale watching trip. Naturalists and boat captains' onboard whale watching vessels become the frontline in public education and, while most are well versed in basic humpback whale ecology; recent and newly published information is not available to them. Our students' contributions will address this directly.

The content of the course as outlined addresses the larger program objectives of the Biology and Chemistry departments, as well as many of the specific objectives of Chemistry and Biology 492/494 courses.

Students who participate in the course will:

- Design experiments to test scientific hypotheses, collate data, conduct statistical analyses and evaluate research outcomes.
- Gain first hand experience in problem solving – always a component of field research which involves animals in their natural setting.
- Identify topic appropriate research materials, synthesize information from a variety of sources and gain experience in effective communication of results in a variety of media.
- Develop communication skills and the ability to work as an effective team member in a diverse cultural setting
- Use analytic and data collection equipment in situ.
- Work as part of federally permitted research team, and contribute to ongoing efforts for the conservation of a federally listed, endangered species.

2. Relation of IRA to existing course offerings

Students will enroll in one of a number of potential courses, underscoring the interdisciplinary nature of the training and research. Biology students will enroll in either Biol 492 or 494, chemistry students will enroll in either Chem 492 or 494; in either case the course can fulfill a major requirement. Additionally, chemistry majors may substitute this course for Chem 251, Quantitative Analysis Lab. Students from other majors, for example ESRM, will be encouraged to enroll in any of these classes for credit as well. The goal is to involve students from diverse majors so that each can enrich the educational benefit of the other.

The work covered in the course complements a range of other biology and chemistry courses, including Behavioral Ecology (Biol 407), Marine Biology (312), Science and Public Policy (Biol 345) Quantitative Methods in Biology (Biol 203), Environmental Chemistry (Chem 301) and Quantitative Analysis (Chem 250/ 251).

Biology and chemistry students are already actively involved in a related laboratory based research project, under the supervision of the applicants (Chem/Bio 494), which explores the dietary and behavioral implications of blubber stratification and the ontogeny of neonate muscle tissues. The field course proposed here provides a practical, field based extension of this work. Taken cumulatively, the university will be well placed to address the current lack of active, ongoing research in marine mammals in this region. Gray whale mother and calf pairs use our offshore waters as a migratory corridor, humpback whales now regularly feed in the Santa Barbara Channel and a wide variety of dolphins and porpoises reside in the channel year round; these populations all offer related areas of further research that could be explored in the years to come, and incorporated into additional course- related and interdisciplinary activities.

3. Activity assessment

The course assessment will comprise two components, related to its two key deliverables:

1. Student research projects will be assessed according to a rubric that measures their engagement with research planning and preparation, design and subsequent data analysis; grades will be assigned based on this rubric.

2. The topics-based outreach component of the course will be assessed not only by the instructors, but by members of the target audience for the different media as well, using a voluntary survey form.

The students will also complete a self evaluation of both their research and their outreach activities using a rubric that they develop at the beginning of the term.

4. Activity budget. **Bold** items included in this IRA request.

(Costs are based on 9 students and 2 instructors)

Roadrunner shuttle to LAX	460
Flights 11 x 750	8250
Accommodation 8 nights	
(Accommodation will be in two adjoining self catering duplexes)	
Total accommodation:	5000
Transport – SUV for 8 days + airport shuttles	800
Food (all self catering – budget \$100 per person)	1100
Research activities:	
Additional Vessel hire 4 days	2000
(The Keiki Kohola Project has a small research vessel, which would be used in the project, however a second vessel would be required (see Attachment 2 for further details / explanation)	
Insurance (additional liability insurance to cover students on research boat)	2500
Vessel running costs (Captains stipends, boat fuel, dock fees)	3000
Speakers fees	800
Cultural on island activities (Luau, locally guided hikes)	1100
Commercial whale watching trips	450
Total:	25,460
(Student contribution estimated as \$500 each)	
Total requested from the IRA	20,960

5. Sources of additional support.

The Keiki Kohola project will provide access to its research vessel, logistic support and most of the field equipment required by the students.

This represents an in-kind donation of around \$2000 per student, based on current equivalent Earthwatch-type programs, which charge for participation in this type of project.

Production of outreach materials, web-hosting, posters, and booklets will be provided by the Keiki Kohola Project.

Onboard photographic and basic monitoring equipment will be provided by Keiki Kohola Project. Dr. Gillespie will provide additional equipment for field measurements from his research laboratory.

Students will also be involved in fund raising activities after the trip. Planned activities include the sale of photography and t. shirts. Production costs of these items will be covered by the Keiki Kohola Project. Profits generated will primarily be donated to offset the carbon footprint of the trip.

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ACTIVITY BUDGET FOR **2009-2010**

1. Operating Expense Budget

A. Lodging	Self catering condos
	Total - \$5000
B. Vendor Printing	_____
C. In-State Travel	Shuttle to LAX - 400 _____
D. Out-of-State Travel	Roundtrip LAX - Maui: 11 X 750 = 8250
E. Equipment Rental	Additional research vessel 4 days = \$2000, minivan rental - \$800
F. Equipment Purchase	_____
G. Contracts/Independent Contractors	_____
H. Honorarium	_____
I. OPC Chargeback	_____
J. Copier Chargeback	_____
K. Other (Please Specify)	(See above). _____
 TOTAL Expenses	 _____ \$25460

2. Revenue

A. Course Fees	_____ 4500
B. Ticket Sales	_____
C. Out of Pocket Student Fees (exclusive of course fees)	_____
D. Additional Sources of Funding	Additional support from local non profit, Field Equipment to be supplied by Chemistry dept
 E. Requested Allocation from IRA	

Total Revenue	_____ 20960
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Attachment 1 – Appendix

Habitat Choice in Hawaii's humpback whales – Proposed research for Spring '10.

The research project that our students will be participating in looks at how abiotic factors influence habitat choice in humpback whales, during their wintertime residence in the waters of Hawaii. This field trip will comprise our second trip to Maui to participate in this project and will build on the success of this year's trip, both in terms of obtaining the data require to answer our research question, and in terms of establishing the presence of CSUCI within the marine mammal research community.

Experience gained in the first year of operation will be invaluable in the planning and execution of the second year's activities. Feedback from students that participated this year has been carefully considered and several changes have been made to next year's schedule. For example, although the main focus of this field trip remains the active involvement of students in conservation based research, we will also include a range of cultural activities to provide the students with a more informed and broad based experience of Hawaii and its culture. Planned activities will include a luau, and a series of hikes led by local guides. These will focus on culturally relevant regions of the island and the guides will be able to give our students some first hand insight into the nature of the islands and the close connection between the Hawaiian culture and land management issues.

Students that participated this year were extremely conscientious in data collection, collation and data input. This was all completed on a regular daily basis and will facilitate the prompt publication of the results obtained. Next year we will include additional computer hardware and software in our field equipment, so that we can complete more extensive data analysis on site and we plan to use appropriate software, such as Arc View, that can be set up in advance of the trip. Also, we found that students were more than ready to start research early each day, and trade off to a second team at mid day. Planning for this schedule will increase our field time, allow us to use a single boat some days, but still maximize our data collection. This schedule will also allow students time to participate in a range of land-based cultural activities, as mentioned.

The Keiki Kohola Project is a grass roots organization that works within the local Maui community and within the local marine mammal research community. Consequently, as our students are incorporated into this project, they are similarly assimilated into these local communities. The students that participated in the trip this year were excellent ambassadors for our university and represented the best of CSUCI students. We hope to build on this promising start and nurture these community connections, through a continued and consistent research effort and a yearly field presence on the water.

From a research perspective, we are making excellent progress. Our initial results clearly indicate that female and calf humpback whale pairs are not using the shallow, inshore waters within the study region and that sets them apart from all other baleen whales in nursery regions such as this. This study therefore addresses a very relevant and timely management issue within this region. We plan to submit our initial results for publication this summer, and we are confident that as we continue with this work we will attract positive attention for the contribution our students are making in this field, and potential outside funding, for the continuation of this work.

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Aloha Insurance Services, Inc.
 75-5931 Walua Rd.
 Kailua-Kona, HI 96740
 Phone : 808-334-0044 Fax : 808-334-0115

INVOICE # 17706		Page 1
ACCOUNT NO.	OP	DATE
CARTRA1	PP	01/22/10
PRODUCER		
Ocean Marine Unit		
BALANCE DUE ON		
03/18/10		
AMOUNT PAID		AMOUNT DUE
		\$ 1,900.00

Rachel Cartwright
 5277 West Wooley Rd
 Oxnard, CA 93035

Item #	Due Date	Trm	Type	Description	Amount
INVOICE # 17706					
163377	03/18/10	REN	BOAT	Policy renewal	
				RLI Marine Insurance Company	\$ 1,900.00
				Invoice Balance:	\$ 1,900.00

Please make your check payable to Aloha Insurance Services, Inc.

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Devins, Mary

From: Juarez, Callie
Sent: Thursday, May 20, 2010 3:39 PM
To: Devins, Mary
Subject: FW: PCARD Expense

From: Noble, Lindsay (Student)
Sent: Thursday, May 20, 2010 9:18 AM
To: Juarez, Callie
Subject: FW: PCARD Expense

Hi Callie,

MAHONEY, MIKE	660003 827 GD920- -	(None)	1,835.40	UNIV 391 - Habitat of Hawaii's Humpback Whales
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Let me know if you need more information.

Thank you,

Lindsay Noble
Budget Student Assistant
lindsay.noble@csuci.edu

From: Juarez, Callie
Sent: Wednesday, May 19, 2010 1:12 PM
To: Juarez, Callie; Wancewicz, Marysia
Subject: RE: PCARD Expense

Marysia,
I also need to know more information on this expense?

PCRD030189	3/31/2010	660003	827	GD920	1835.400	Supplies and Services - OI
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Thank you,

Callie Juarez

From: Juarez, Callie
Sent: Thursday, May 13, 2010 11:28 AM
To: Wancewicz, Marysia
Subject: PCARD Expense

PCRD030189	3/31/2010	660003	827	TK910	138.550	Supplies and Services - Other
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Marysia,

We are trying to figure out where this expenses came from. Can you inform me who's card this is an the vendor?

Thank you,

Callie Juarez
Executive Assistant to the Dean of the Faculty

CSU Channel Islands
One University Drive
Camarillo, CA 93012

P: 805-437-8967

F: 805-437-8864

E: callie.juarez@csuci.edu

 Think Green! Before printing this e-mail ask the question, is it necessary?

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Line Item Detail

Sorted by Post Date Asc

Transaction Post Date Between 03/18/2010 and 05/07/2010

CSU Channel Islands

User ID: blake.gillespie

Printed: 05/19/2010 04:23:43 PM

Organization

Cardholder Name
Merchant

Post Date	Tran Date	Quantity	Net Item Cost	Item Sales Tax	Total Item Cost	Use State	Item Use Tax
Item Description	Item Remark						
Account	Dept		Program	Fund-Project-Class			
781 - Chemistry							
GILLESPIE, BLAKE							
FISHER SCI PITTSBURGH P							
03/18/2010	03/13/2010	2.00	66.68	0.00	66.68	CA	0.00
PIPET TRNF INDIV-WR STL 500/PK							
660003	781		(None)	SA901-G0149-0149A			
03/18/2010	03/13/2010	1.00	27.63	0.00	27.63	CA	0.00
ALUMINUM FOIL 12IN X 200FT							
660003	781		(None)	SA901-G0149-0149A			
03/18/2010	03/13/2010	1.00	67.13	0.00	67.13	CA	0.00
15MLTBE PET/PLG/ST/GRD RK500CS							
660003	781		(None)	SA901-G0149-0149A			
03/18/2010	03/13/2010	1.00	20.21	0.00	20.21	CA	0.00
TAPE WHITE 25MMX55M 3/PK							
660003	781		(None)	SA901-G0149-0149A			
03/18/2010	03/13/2010	1.00	8.15	0.00	8.15	CA	0.00
TAPE GREEN 25MMX13M 3/PK							
660003	781		(None)	SA901-G0149-0149A			
03/18/2010	03/13/2010	1.00	8.03	0.00	8.03	CA	0.00
TAPE BLUE 25MMX13M 3/PK							
660003	781		(None)	SA901-G0149-0149A			
03/18/2010	03/13/2010	1.00	58.71	0.00	58.71	CA	0.00
DISPENSER MULTI TAPE 60YD METAL							
660003	781		(None)	SA901-G0149-0149A			
03/18/2010	03/13/2010	1.00	0.00	21.17	21.17	CA	0.00
Balancing Entry							
660003	781		(None)	SA901-G0149-0149A			
Totals For Transaction			256.54	21.17	277.71		0.00
FISHER SCI PITTSBURGH P							
03/18/2010	02/24/2010	1.00	187.15	0.00	187.15	CA	0.00
MINI CONTAINER 12 TO 37ML							
660003	781		(None)	SA901-G0149-0149A			
03/18/2010	02/24/2010	1.00	0.00	15.44	15.44	CA	0.00
Balancing Entry							
660003	781		(None)	SA901-G0149-0149A			
Totals For Transaction			187.15	15.44	202.59		0.00
FISHER SCI PITTSBURGH P							

Line Item Detail

Sorted by Post Date Asc

Transaction Post Date Between 03/18/2010 and 05/07/2010

CSU Channel Islands

User ID: blake.gillespie

Printed: 05/19/2010 04:23:43 PM

Organization

Cardholder Name

Merchant

Post Date	Tran Date	Quantity	Net Item Cost	Item Sales Tax	Total Item Cost	Use State	Item Use Tax
Item Description	Item Remark						
Account	Dept		Program	Fund-Project-Class			
03/22/2010	03/13/2010	1.00	244.14	0.00	244.14	CA	0.00
1-200UL YEL BLVD GRAD 960/PK							
660003	781		(None)	SA901-G0149-0149A			
03/22/2010	03/13/2010	1.00	0.00	20.14	20.14	CA	0.00
Balancing Entry							
660003	781		(None)	SA901-G0149-0149A			
Totals For Transaction			244.14	20.14	264.28		0.00

OFFICE DEPOT DELRAY BEACH							
03/22/2010	03/18/2010	4.00	11.96	0.00	11.96	CA	0.00
BOOK, MEMO, SIDEWIRE, 4X6, CR, 3PK							
660003	827		(None)	GD920-	-		
03/22/2010	03/18/2010	1.00	0.00	1.05	1.05	CA	0.00
Balancing Entry							
660003	827		(None)	GD920-	-		
Totals For Transaction			11.96	1.05	13.01		0.00

SAMY 328166633995							
03/22/2010	03/18/2010	1.00	1,679.93	121.80	1,801.73	CA	0.00
research camera							
619001	781		(None)	GD901-G0127-0127B			
Totals For Transaction			1,679.93	121.80	1,801.73		0.00

COSTCO WHSE #0119 0000000							
03/22/2010	03/19/2010	1.00	487.73	0.00	487.73	CA	32.97
Hawaii course expenses							
606002	827		(None)	GD920-	-		
Totals For Transaction			487.73	0.00	487.73		32.97

COSTCO WHSE #0119 0000000							
03/22/2010	03/19/2010	1.00	161.28	0.00	161.28	CA	10.90
Hawaii course expenses							
606002	827		(None)	GD920-	-		
Totals For Transaction			161.28	0.00	161.28		10.90

WHALERS GEN STR 254							
03/22/2010	03/19/2010	1.00	37.68	0.00	37.68	CA	2.55
trip essentials							
660003	827		(None)	GD920-	-		
Totals For Transaction			37.68	0.00	37.68		2.55

LAHAINA ACE HARDWARE 3000							

Line Item Detail

Sorted by Post Date Asc

Transaction Post Date Between 03/18/2010 and 05/07/2010

CSU Channel Islands

User ID: blake.gillespie

Printed: 05/19/2010 04:23:43 PM

Organization

Cardholder Name
Merchant

Post Date	Tran Date	Quantity	Net Item Cost	Item Sales Tax	Total Item Cost	Use State	Item Use Tax
Item Description Item Remark Account	Dept	Program	Fund-Project-Class				
03/22/2010 03/20/2010 experimental gear		1.00	36.43	0.00	36.43	CA	2.46
660003	827	(None)	GD920-	-			
Totals For Transaction			36.43	0.00	36.43		2.46

WEST MAUI SPORTS/FISHING							
03/23/2010 03/21/2010 research gear (compass)		1.00	11.41	0.00	11.41	CA	0.77
660003	827	(None)	GD920-	-			
Totals For Transaction			11.41	0.00	11.41		0.77

FOODLAND LAHAINA 10216947							
03/23/2010 03/20/2010 Hawaii course expenses		1.00	97.35	0.00	97.35	CA	6.58
606002	827	(None)	GD920-	-			
Totals For Transaction			97.35	0.00	97.35		6.58

LAHAINA ACE HARDWARE 3000							
03/23/2010 03/21/2010 experimental gear		1.00	19.33	0.00	19.33	CA	1.31
660003	827	(None)	GD920-	-			
Totals For Transaction			19.33	0.00	19.33		1.31

LAHAINA ACE HARDWARE 3000							
03/25/2010 03/23/2010 experiment hardware		1.00	66.57	0.00	66.57	CA	4.50
660003	827	(None)	GD920-	-			
Totals For Transaction			66.57	0.00	66.57		4.50

WHALERS GEN STR 254							
03/25/2010 03/23/2010 trip sundries		1.00	12.48	0.00	12.48	CA	0.84
660003	827	(None)	GD920-	-			
Totals For Transaction			12.48	0.00	12.48		0.84

SHELL OIL 27442067008							
03/26/2010 03/24/2010 fuel		1.00	73.26	0.00	73.26	CA	4.95
606002	720	90271	TK910-	-			
Totals For Transaction			73.26	0.00	73.26		4.95

FOODLAND LAHAINA 10216947							

Line Item Detail

Sorted by Post Date Asc

Transaction Post Date Between 03/18/2010 and 05/07/2010

CSU Channel Islands

User ID: blake.gillespie

Printed: 05/19/2010 04:23:43 PM

Organization

Cardholder Name
Merchant

Post Date	Tran Date	Quantity	Net	Item	Total	Use	Item
Item Description			Item Cost	Sales Tax	Item Cost	State	Use Tax
Item Remark							
Account	Dept		Program	Fund-Project-Class			
03/29/2010	03/24/2010	1.00	12.26	0.00	12.26	CA	0.83
Hawaii course expenses							
606002	827		(None)	GD920-	-		
Totals For Transaction			12.26	0.00	12.26		0.83

FISHER SCI PITTSBURGH P							
03/29/2010	03/13/2010	1.00	145.08	0.00	145.08	CA	0.00
BL21(DE3)PLYSS COMPETENT CELLS							
660003	781		(None)	SA901-G0149-0149A			
03/29/2010	03/13/2010	1.00	117.00	0.00	117.00	CA	0.00
PUREYIELD MINIPREP 100 PREPS							
660003	781		(None)	SA901-G0149-0149A			
03/29/2010	03/13/2010	1.00	0.00	21.62	21.62	CA	0.00
Balancing Entry							
660003	781		(None)	SA901-G0149-0149A			
Totals For Transaction			262.08	21.62	283.70		0.00

MAUI WAVE RIDERS - LAHA							
03/29/2010	03/26/2010	1.00	520.84	0.00	520.84	CA	35.21
enrichment activity (surf lesson)							
606002	720		90271	TK910-	-		
Totals For Transaction			520.84	0.00	520.84		35.21

FOODLAND LAHAINA 10216947							
03/29/2010	03/25/2010	1.00	11.45	0.00	11.45	CA	0.77
Hawaii course expenses							
606002	827		(None)	GD920-	-		
Totals For Transaction			11.45	0.00	11.45		0.77

EXPEDIA LOCAL EXPERT							
03/29/2010	03/26/2010	1.00	969.62	0.00	969.62	CA	65.55
enrichment activity							
606002	720		90271	TK910-	-		
Totals For Transaction			969.62	0.00	969.62		65.55

FISHER SCI PITTSBURGH P							
04/19/2010	03/13/2010	1.00	45.33	0.00	45.33	CA	0.00
SYR FLT MCE .22UM STR 50/PK							
660003	781		(None)	SA901-G0149-0149A			

Line Item Detail

Sorted by Post Date Asc

Transaction Post Date Between 03/18/2010 and 05/07/2010

CSU Channel Islands

User ID: blake.gillespie

Printed: 05/19/2010 04:23:43 PM

Organization

Cardholder Name
Merchant

Post Date	Tran Date	Quantity	Net Item Cost	Item Sales Tax	Total Item Cost	Use State	Item Use Tax
Item Description Item Remark Account	Dept		Program	Fund-Project-Class			
04/19/2010	03/13/2010	1.00	0.00	3.74	3.74	CA	0.00
Balancing Entry							
660003	781		(None)	SA901-G0149-0149A			
Totals For Transaction			45.33	3.74	49.07		0.00
SIGMA-ALDRICH INC. ST. LO							
04/26/2010	04/22/2010	1.00	44.70	0.00	44.70	CA	0.00
cc/MOUNT							
660837	781		(None)	GD901-	-		
04/26/2010	04/22/2010	1.00	12.32	3.69	16.01	CA	0.00
Balancing Entry							
660837	781		(None)	GD901-	-		
Totals For Transaction			57.02	3.69	60.71		0.00
FISHER SCI PITTSBURGH P							
04/26/2010	04/22/2010	1.00	8.29	0.00	8.29	CA	0.00
1/2" BRUSH FLAT CAMEL HAIR							
660837	781		(None)	GD901-	-		
04/26/2010	04/22/2010	1.00	0.00	0.68	0.68	CA	0.00
Balancing Entry							
660837	781		(None)	GD901-	-		
Totals For Transaction			8.29	0.68	8.97		0.00
FISHER SCI PITTSBURGH P							
04/26/2010	04/22/2010	4.00	64.08	0.00	64.08	CA	0.00
PBS PHOSPHATE BUFFER SALI 10X							
660837	781		(None)	GD901-	-		
04/26/2010	04/22/2010	1.00	53.72	0.00	53.72	CA	0.00
FB PETRI DISH MEDIA 500/CS							
660837	781		(None)	GD901-	-		
04/26/2010	04/22/2010	1.00	71.23	0.00	71.23	CA	0.00
0.2ML PCR TB FLT CAP NT 1000CS							
660837	781		(None)	GD901-	-		
04/26/2010	04/22/2010	2.00	28.22	0.00	28.22	CA	0.00
TISSUE PATH SLIDE FOLDER							
660837	781		(None)	GD901-	-		
04/26/2010	04/22/2010	1.00	0.00	17.92	17.92	CA	0.00
Balancing Entry							
660837	781		(None)	GD901-	-		

Line Item Detail

Sorted by Post Date Asc

Transaction Post Date Between 03/18/2010 and 05/07/2010

CSU Channel Islands

User ID: blake.gillespie

Printed: 05/19/2010 04:23:43 PM

Organization

Cardholder Name

Merchant

Post Date	Tran Date	Quantity	Net Item Cost	Item Sales Tax	Total Item Cost	Use State	Item Use Tax
Item Description	Item Remark						
Account	Dept		Program	Fund-Project-Class			
Totals For Transaction			217.25	17.92	235.17		0.00

TARGET 1027 1027							
04/26/2010	04/25/2010	1.00	11.99	0.87	12.86	CA	0.00
Transaction Line Item							
660837	781		(None)	GD901-	-		
Totals For Transaction			11.99	0.87	12.86		0.00

FEDEX OFFICE #4297 001437							
05/06/2010	05/05/2010	1.00	103.99	8.58	112.57	CA	0.00
Transaction Line Item							
660837	781		(None)	GD901-	-		
Totals For Transaction			103.99	8.58	112.57		0.00

Totals For GILLESPIE, BLAKE			5,603.36	236.70	5,840.06		170.19
Totals For 781 - Chemistry			5,603.36	236.70	5,840.06		170.19
Report Totals			5,603.36	236.70	5,840.06		170.19



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C.I.T #

TRAVEL EXPENSE CLAIM (TEC)

Must be submitted within 30 days of the end of travel

☒ Employee ☐ Applicant ☐ Volunteer ☐ Non-Employee ☐ Student (waiver on file)

TRAVELER'S NAME	RESIDENCE ADDRESS	CITY/STATE/ZIP CODE
Rachel Cartwright	5277 West Wooley Road	Oxnard, CA 93035

HEADQUARTERS ADDRESS	HEADQUARTERS CITY/STATE/ZIP	TRAVELER'S PHONE NO.	DEPARTMENT	POSITION	DATE PREPARED
One University Drive	Camarillo, CA 93012	x2799	720	Lecturer	4/13/10

DEPARTURE DATE	DEPARTURE TIME (AM/PM)	RETURN DATE	RETURN TIME (AM/PM)	FORM PREPARED BY:	EXTENSION	DELIVERY OPTIONS:
3/19/10	6am	4/3/10	10pm	Mary Devins	3253	SELECT ONE: Mail Check <input checked="" type="checkbox"/> Pickup Check <input type="checkbox"/>

SAME-DAY TRAVEL

DATE	DESTINATION	LODGING	MEALS (Taxable*)			INCIDENTALS	REGISTRATION	COST OF TRANS.	TYPE USED	CARFARE TOLLS PARKING	PRIVATE CAR USE		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
			Breakfast	Lunch	Dinner						MILES	AMOUNT		
		NA		NA		NA						0.00		\$0.00

OVERNIGHT TRAVEL

DATE	DESTINATION	LODGING	MEALS			INCIDENTALS	REGISTRATION	COST OF TRANS.	TYPE USED	CARFARE TOLLS PARKING	PRIVATE CAR USE		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
			Breakfast	Lunch	Dinner						MILES	AMOUNT		
3/19/10	Maui, HI					N/A		63.48				0.00		\$63.48
3/23/10												0.00	15.98	15.98
3/24/10												0.00	29.75	29.75
3/31/10												0.00	2,400.00	2400.00
4/1/10												0.00	548.59	548.59
												0.00		0.00
												0.00		0.00
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.48		\$0.00	0	\$0.00	\$2,994.32	\$3,057.80

LESS AMOUNT PREVIOUSLY PAID BY CSUCI	AIR FARE	REGISTRATION	OTHER	0.00
--------------------------------------	----------	--------------	-------	------

LESS ANY OTHER ADJUSTMENTS	Comments:
----------------------------	-----------

AMOUNT DUE TRAVELER \$3,057.80

Source of Funding: (Please verify chartfields before submitting to AP)

Account	Fund	Dept	Program	Class	Project	Amount
606002	TK910	720	90271			\$2,948.59 \$3012.07
606002	GD920	827				\$45.73
*606803						\$0.00

PURPOSE OF TRIP, REMARKS, AND DETAILS: Attach original receipts to 8.5" X 11" paper and submit with claim	Total Amount	\$2,994.32 3057.80
---	--------------	-------------------------------

IRA and course fee supported UNIV 391 Habitat of Hawaii's Humpack Whales. Receipts, IRA Proposal, and Class Roster attached.

NORMAL WORK DAYS & HOURS
PRIVATE VEHICLE LICENSE
MILEAGE RATE CLAIMED: 0.500 (If different see instructions)

I HEREBY CERTIFY that the above is a true statement of the travel expenses incurred by me in accordance with the applicable California State University procedures and CSUCI procedures, and that all items shown were for the official business of The California State University. If a privately owned vehicle was used, and if mileage rate exceeds the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S PRINTED NAME Rachel Cartwright	CLAIMANT'S SIGNATURE <i>Rachel Cartwright</i>	DATE 4/19/10
MANAGER'S PRINTED NAME Dan Wakelee/Antonio Jimenez-Jimenez	MANAGER'S SIGNATURE <i>Dan Wakelee</i>	DATE 04/14/10
DIVISION APPROVAL PRINTED NAME (VP OR DESIGNEE)-if required	DIVISION APPROVAL SIGNATURE	DATE

Boarding Pass



(808) 242-7777

Name: Cartwright, Rachel

Time: 02:02 PM

of Pas: 3 (Conf#: 816116)

Arrivals

Pickup: OGG (Kahului)

Dest: Lahaina / Olowalu

Date: 03/19/10

Fare: 63.48

* SpeediShuttle
will not be responsible or liable for:
* Lost, Stolen or damaged items
and baggage or acts of God or nature,
delays in traffic or flight plans. Please
note that this service is share ride
and your departure time from the
airport to your destination may vary
upon your arrival.

Rep: greeter

GRATUITY NOT INCLUDED
AND IS APPRECIATED BY OUR
COURTEOUS DRIVERS

<http://www.s>

Shuttle from
Airport to
Cottages.



Store #22 Lahaina
908-661-0975
878 Front Street
Lahaina, HI 96761

Food
for
group

1 ROSELANI TROPIC-CHOCO MA
1 ROSELANI TROPIC-HAUPIA
1 JD ROLL SPECIAL RECIPE
1 LEI SINGLE SONIA ORCHID
1 LEI, SINGLE TUBEROSE

\$7.99 FM
\$7.99 FM
\$6.49 F
\$6.99
\$6.99

Subtotal \$38.45
HI Tax \$1.60
Amount Due \$40.05
MasterCard \$40.05

Purchase \$ 40.05

Master Card #SXXXXXXXXXX4916
Auth # R6256Z Exp Date **/**
Lane # 05 Checker # 112
03/23/10 17:07 Ref/Seq # 052668
Mrch=661500 Term=001 IC=CC
EPS Sequence # 052668

Change \$0.00

Maikai #: 42218179706
MAIKAI

Previous Maikai Balance: 0.00
New Maikai Points: 38.45
New Maikai Balance: 38.45

Total Maikai Savings Today:
\$2.00

Shop for Higher Education
February 10 - March 23, 2010
Designate your favorite high school.

Cashier : FLORENCE

Date Time Lane Clerk Trans#
03/23/10 05:07 PM 005 112 189927



Store #22 Lahaina
808-661-0975
878 Front Street
Lahaina, HI 96761

Food
for
Group

2 -BY 2% MILK	@ 4.79	\$9.58 FM
2 LOVE'S JUMBO WHE	@ 6.49	\$12.98 F
2 NBC OREO DOUBLE	@ 3.00	\$6.00 FM

Subtotal	\$28.56
HI Tax	\$1.19
Amount Due	\$29.75

MasterCard	\$29.75
------------	---------

Purchase \$ 29.75

Master Card #SXXXXXXXXXX4916
Auth # R2192Z Exp Date **/**
Lane # 05 Checker # 103
03/24/10 21:37 Ref/Seq # 052855
Mrch=661500 Term=001 IC=CC
EPS Sequence # 052855

Change	\$0.00
---------------	---------------

Maikai #: 42218179708

Previous Maikai Balance:	77.63
New Maikai Points:	28.56
New Maikai Balance:	106.19

Total Maikai Savings Today:
\$6.98

Thank You. Come Again.

Receipt Required For Refund.

Cashier : MEI

Date	Time	Lane	Clerk	Trans#
03/24/10	09:37 P.			100000


RACHEL CARTWRIGHT
DBA CLOSE ENCOUNTERS
 5277 W WOOLEY RD.
 OXNARD, CA 93035

59-7076/3213
 0230958287

No. 1020

DATE 3-31-10

Pay to the order of Amy Verena
Four hundred and fifty \$ 450.00

 **AMERICAN** Savings Bank
 P.O. Box 2300
 Honolulu, Hawaii 96804-2300
 www.asbhawaii.com

Memo Captain's Pay

Rachel Cartwright

MICR: ⑆321370765⑆1020 02309 58287⑆

Security Features Included. Details on Back.

Captain's Stipends


RACHEL CARTWRIGHT
DBA CLOSE ENCOUNTERS
 5277 W WOOLEY RD.
 OXNARD, CA 93035

59-7076/3213
 0230958287

No. 961

DATE 3-31-10

Pay to the order of Terese Mangold
Six hundred \$ 600.00

 **AMERICAN** Savings Bank
 P.O. Box 2300
 Honolulu, Hawaii 96804-2300
 www.asbhawaii.com

Memo Captain's Pay

Rachel Cartwright

MICR: ⑆321370765⑆0961 02309 58287⑆

Security Features Included. Details on Back.


RACHEL CARTWRIGHT
DBA CLOSE ENCOUNTERS
 5277 W WOOLEY RD.
 OXNARD, CA 93035

59-7076/3213
 0230958287

No. 962

DATE 3-31-10

Pay to the order of Ally Thomas
One hundred and fifty \$ 150.00

 **AMERICAN** Savings Bank
 P.O. Box 2300
 Honolulu, Hawaii 96804-2300
 www.asbhawaii.com

Memo Captain's Pay

Rachel Cartwright

MICR: ⑆321370765⑆0962 02309 58287⑆

Security Features Included. Details on Back.

PACIFIC WEST FUELS INC.

PAGE 1

100 VIEW STREET
SUITE 208
MOUNTAIN VIEW, CA 94041
1-800-926-2628

Fuel for
boats

S T A T E M E N T
AS OF APRIL 1, 2010

47375
KEIKI KOHOLA PROJECT
*47375
5277 W.WOOLEY ROAD
OXNARD, CA 93035

TERMS :
DUE AND PAYABLE
UPON RECEIPT

Indicate Amount Paid \$
AMOUNT DUE \$ 0.00

*** Please Return This Portion With Remittance ***

47375		PACIFIC WEST FUELS INC.		APRIL 1, 2010	
DATE	DESCRIP	REF NO	CHARGES	CREDITS	BALANCE
	PREVIOUS BAL				0.00
04/01/10	PAYMENT	02028MA	0.00	548.59	548.59-
04/01/10	CARDLOCK INVOIC0023		548.59	0.00	0.00
TOTALS			548.59	548.59	0.00

*** C R E D I T T E R M S ***

Billing shall be on the 1st and 15th of each month. Charges are DUE AND PAYABLE UPON RECEIPT OF INVOICE. A late charge of 2 percent (24 percent annual percentage rate) or \$2.00 minimum will be applied to past due accounts. Returned checks will be assessed charges in accordance with the law.

Class Roster

Course ID: 001627 US TRAVEL STUDY EXPERIENCE (Activity)

Catalog: UNIV 391

Class Nbr: 2058 Section 01

Instructors: Cartwright, Margaret Rachel Ann; Gillespie, David Blake

Channel Islands




Spring 2010

Regular Academic Session

Class Roster Details

Total Students: 9 *Enrollment Status: Enrolled

[Detail](#) [Permission Numbers](#)

Customize Find View All 									
First  1-9 of 9  Last									
Notify	ID	Name	Grade Basis	Units Taken	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt	
<input type="checkbox"/>	000424139	Armstrong, Lisa Renae	Graded	3.00	Undergraduate - BA: Communication - Business & Nonprofit Comm	Junior	12/02/2009		
<input type="checkbox"/>	000593802	Bonneau, Ashley Rebecca	Graded	3.00	Undergraduate - BS: Biology, Cell & Molecular	Senior	12/04/2009		
<input type="checkbox"/>	000662078	Eden, Kevin Douglas	Graded	3.00	Undergraduate - BS: Chemistry	Senior	12/01/2009		
<input type="checkbox"/>	000417847	Espinoza, Iliana	Graded	3.00	Undergraduate - BS: ESRM, Resource Management	Junior	12/07/2009		
<input type="checkbox"/>	000561913	Perlman, Jared Glen	Graded	3.00	Undergraduate - BA: Biology, Subject Matter	Senior	12/02/2009		
<input type="checkbox"/>	000503374	Perez, Jessica	Graded	3.00	Undergraduate - BA: Biology, Pre-Professional	Sophomore	12/07/2009		
<input type="checkbox"/>	000466792	Remonida, Jean Marie	Graded	3.00	Undergraduate - BS: Biology, Cell & Molecular	Junior	12/01/2009		
<input type="checkbox"/>	000464712	Villalta, Beatrice Mercedes	Graded	3.00	Undergraduate - BS: Biology, Ecology emp	Senior	12/03/2009		
<input type="checkbox"/>	000359542	Warren, Jessica Shea	Graded	3.00	Undergraduate - BS: Biology	Senior	12/01/2009		

[Notify Selected Students](#)[Notify Enrolled Students](#)



Roadrunner Shuttle

'Transportation you can count on'
240 S. Glenn Dr. Camarillo, CA 93010

Call (805) 389 8196

Visit www.rrshuttle.com

4/21/10 4:51 pm

Page No: Page 1 of 2

Received
CSUCI Accounting

2010 APR 26 A 10:14

Invoice No : 3857
Invoice Date : 04/21/2010
Due Date : 05/01/2010
Term : Net 10 Day (s)

CSUCI - MAIN ACCOUNT

ONE UNIVERSITY DRIVE
CAMARILLO CA
93012

APPROVED FOR PAYMENT - ACCOUNTING DEPT.

BY

DATE

ACCT

CONTRACT/PO

☒ PARTIAL PAYMENT

☐ PAYMENT IN FULL

4/30/10
606001 TK 910 761 90267
\$ 712.00

Reservation#	Last Name					Fare	Disc	Disc	Fare
Arv/Dep	Sch Date	Service	PSGR	Source	Destination				
656791		CSUCI EXTENDED				172.00			172.00
Arv	3/22/10	XL	8	THOUSAND OAKS	CAMARILLO				
Dep	3/22/10	XL	8	CAMARILLO	THOUSAND OAKS				
656809		CSUCI EXTENDED				150.00			150.00
Arv	3/16/10	XL	1	THOUSAND OAKS	CAMARILLO				
Dep	3/16/10	XL	1	CAMARILLO	THOUSAND OAKS				
656810		CSUCI EXTENDED				150.00			150.00
Arv	3/23/10	XL	1	THOUSAND OAKS	CAMARILLO				
Dep	3/23/10	XL	1	CAMARILLO	THOUSAND OAKS				
656824		CSUCI EXTENDED				150.00			150.00
Arv	3/17/10	XL	1	THOUSAND OAKS	CAMARILLO				
Dep	3/17/10	XL	1	CAMARILLO	THOUSAND OAKS				
656826		CSUCI EXTENDED				150.00			150.00
Arv	3/24/10	XL	1	THOUSAND OAKS	CAMARILLO				
Dep	3/24/10	XL	1	CAMARILLO	THOUSAND OAKS				
664602		ANDERSON				356.00			356.00
Arv	3/29/10	XL	9	LAX	CAMARILLO				
Dep	3/19/10	XL	9	CAMARILLO	LAX				
664604		ANDERSON				356.00			356.00
Arv	3/29/10	XL	9	LAX	CAMARILLO				
Dep	3/19/10	XL	9	CAMARILLO	LAX				
667612		JUAREZ				460.00			



CHANGE REQUEST
FOR
PURCHASE/SERVICE ORDER

PO#: 8044
Dept: 720
Requestor: Mary Devins
Vendor: Leolani Ventures LLC
Buyer:
Date: 11/16/2009

PROCUREMENT & SUPPORT SERVICES
Administration Bldg, East Tower
Telephone #: 8592

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CHANGE(S) REQUIRED:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Cancel entire order | <input type="checkbox"/> Increase dollar amount | <input type="checkbox"/> Add line(s) |
| <input type="checkbox"/> Cancel items listed below | <input type="checkbox"/> Cancel remaining balance | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Increase quantity | <input checked="" type="checkbox"/> Change funding source | |

NOTE: ONLY ITEMS LISTED BELOW ARE AFFECTED BY THIS CHANGE
PURCHASE ORDER CURRENTLY READS AS FOLLOWS

Line #	Catalog/Part #	Description	QTY	UOM	Unit Price	Ext. Price*
45						\$1,262.21
Account:		Fund	Dept #	Program	Class	Project
		GD920	767			
Line #	Catalog/Part #	Description	QTY	UOM	Unit Price	Ext. Price*
48						\$3,785.79
Account:		Fund	Dept #	Program	Class	Project
		GD920	767			
Line #	Catalog/Part #	Description	QTY	UOM	Unit Price	Ext. Price*
						\$0.00
Account:		Fund	Dept #	Program	Class	Project

PURCHASE ORDER TO BE CHANGED AS FOLLOWS

Line #	Catalog/Part #	Description	QTY	UOM	Unit Price	Ext. Price*
45						\$1,262.71
Account:		Fund	Dept #	Program	Class	Project
		TK910	720	90271		
Line #	Catalog/Part #	Description	QTY	UOM	Unit Price	Ext. Price*
48						\$3,785.79
Account:		Fund	Dept #	Program	Class	Project
		TK910	720	90271		
Line #	Catalog/Part #	Description	QTY	UOM	Unit Price	Ext. Price*
						\$0.00
Account:		Fund	Dept #	Program	Class	Project

REASON FOR CHANGE:

Used incorrect Fund/Dept and needed Program code.

PREVIOUS TOTAL OF PO	AMENDED TOTAL OF PO
\$5,048.00	\$5,048.00
TOTAL INCREASE/DECREASE:	\$0.00

*EXTENSION INCLUDES APPLICABLE TRADE DISCOUNT, TAXES AND TERM DISCOUNT

REQUESTING DEPARTMENT USE ONLY:

REQUESTOR NAME: Mary Devins PHONE#: 83253 DATE: 11/16/09

Contract Services: <input type="checkbox"/> MEA <input checked="" type="checkbox"/> Contract proposal attached State Contract #: Contract Administrator: Phone: E-mail:	Signatures/Approvals (Print name/Signature) IT/OPC Mgr (if req): Chair / Dept. Budget: Dean / Director: Division VP/Designee: President (if required):
--	---

PROCUREMENT USE ONLY: HAS VENDOR BEEN NOTIFIED ☐ Yes ☐ No

Vendor Rep. Name: _____
Buyer's Initials: _____ Date: _____ Data Entry Clerk: _____
Comments: _____

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Aloha Insurance Services, Inc.
 75-5931 Walua Rd.
 Kailua-Kona, HI 96740
 Phone : 808-334-0044 Fax : 808-334-0115

Rachel Cartwright
 5277 West Wooley Rd
 Oxnard, CA 93035

INVOICE # 17706		Page 1
ACCOUNT NO.	OR.	DATE
CARTRAI	PP	01/22/10
PRODUCER		
Ocean Marine Unit		
BALANCE DUE ON		
03/18/10		
AMOUNT PAID		AMOUNT DUE
		\$ 1,900.00

Item #	Due Date	Trn	Type	Description	Amount
INVOICE # 17706					
163377	03/18/10	REN	BOAT	Policy renewal	RLI Marine Insurance Company \$ 1,900.00
Invoice Balance:					\$ 1,900.00

APPROVED FOR PAYMENT
 BY [Signature]
 DATE 2-8-10
 ACCT 660010 TK910 720 90211
 CONTRACT/PO 8305
☐ PARTIAL PAYMENT
☒ PAYMENT IN FULL

Please make your check payable to Aloha Insurance Services, Inc.



PO #:

Procurement use only

Requestor Name: Mary Devins

Phone: x3253

Dept #/Name: _____ for 720 Biology

* Delivery Date: 3/18/2010

Quote #: 17706

(Please attach all quotes)

Matching rules: ☒ 2-way ☐ 3-way

* E-mail copies to: mary.devins@csuci.edu

receiving@csuci.edu

Receiving instructions:

Bldg:

Rm #:

NON-TAXABLE ITEMS

Contract Services:

Check one: ☐ MEA ☐ CMAS

☐ Contract proposal attached

State Contract #:

Contract Administrator:

Phone:

E-mail:

Subtotal	\$1,900.00
----------	------------

Tax	\$0.00
-----	--------

Shipping

Total	\$1,900.00
--------------	-------------------

Signatures/Approvals

IT/OPC Mgr (if required)

Comments:

IRA and course fee supported trip for UNIV

391 Habitat of Hawaii's Humpback Whales

Liab policy for boat used during class.

Print name/Signature

If order is IT related: An approval signature must be obtained.

Chair/Dept. Budget:

Dean/Director:

Division VP/Designee:

President (if required):

* required