

# HOW TO MAKE AN ASSET PURCHASE REQUEST

with the **HI HOPES Match Program**



## STEP 1

### DETERMINE YOUR MATCH ELIGIBILITY

#### IS THE ASSET YOU WANT TO BUY ELIGIBLE FOR A MATCH?

A list of pre-approved asset purchases can be found [here](#). Contact your site coordinator, case manager, or independent living provider if you have questions.

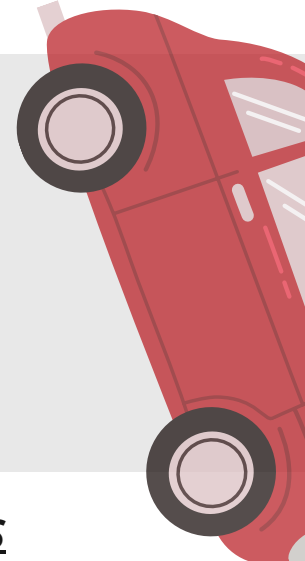


## STEP 2

### DEPOSIT FUNDS INTO YOUR MATCH ACCOUNT

#### YOU SHOULD SAVE AT LEAST HALF THE AMOUNT OF YOUR TOTAL ASSET PURCHASE PRICE.

These funds should be kept in the Savings Account that you opened through our program at the Bank of Hawaii.



## STEP 3

### PREPARE YOUR SUPPORTING DOCUMENTS

#### EACH ASSET PURCHASE REQUEST REQUIRES A DIFFERENT TYPE OF SUPPORTING DOCUMENT(S)

A list of documents needed can be found [here](#).

## STEP 4

### SUBMIT YOUR APPLICATION ONLINE

#### COMPLETE THE TWO ONLINE FORMS AND ATTACH YOUR SUPPORTING DOCUMENTS

[Form 1 of 2 can be found here.](#)

[Form 2 of 2 can be found here.](#)



## STEP 5

### WAIT FOR APPROVAL

#### YOUR SITE COORDINATOR WILL CONTACT YOU

After your application is submitted, it will take anywhere from 5-10 days to process your match request. If you are making your asset purchase from the mainland please plan for a 2-week application process. You will be contacted if additional information about your asset purchase request is needed.

## STEP 6

### YOUR ASSET PURCHASE IS APPROVED

#### YOU WILL BE NOTIFIED BY SITE COORDINATOR WHEN YOUR REQUEST IS APPROVED.

While your asset purchase is approved at this step, the checks are not ready. Bank of Hawaii is preparing two cashier's checks for you written to the vendor.



## STEP 7

### YOUR ASSET PURCHASE IS COMPLETE

#### YOU WILL BE NOTIFIED BY BANK OF HAWAII WHEN YOUR CASHIER'S CHECKS ARE READY.

You will receive two cashier's checks written to the vendor. Your options are to: 1) pick up at the checks at the branch where you opened your bank account 2) have checks mailed to you 3) have checks mailed directly to the vendor.



#### Site Coordinator Information

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