

	Chapter <i>Finance</i>	Policy <i>Emergency Purchase Reimbursement</i>
Effective Date <i>6-1-2004</i>	Subject <i>Procedure for reimbursement of emergency purchases</i>	
Related Policies	Policy Number 2:011	
Office with Primary Responsibility <i>Accounting Services</i>		

I. Purpose

This policy states the official guidelines for reimbursement of emergency purchases when the value of the service or product is less than \$100.00, and the purchase cannot otherwise be made by the use of the Purchasing Card. With the implementation of the reimbursement of emergency purchase policy the use of “petty cash” funds will be eliminated.

II. Policy Statement

Faculty, staff, and students may seek reimbursement for emergency product or service purchases when the value of the service or product is less than \$100.00, and the purchase cannot otherwise be made by the use of the Purchasing Card. There must be an immediate need for the product or service.

III. Definitions

Emergency purchase: immediate need for product or service and the purchase cannot otherwise be made by the use of the Purchasing Card.

IV. Procedures

- A. Reimbursements are submitted to Accounting Services on a Non PO Voucher within 30 days from date of purchase. The itemized receipt for the purchase should be attached to the Non PO Voucher. No sales taxes will be reimbursed on emergency purchases.
- B. Comments on the voucher are to include:
 - 1. Name of firm or individual item(s) were purchased from
 - 2. Full description of item(s) purchased, circumstances surrounding the purchase(s), and the reason the Purchasing Card was not used.
- C. Payment will be issued via ACH (electronic funds transfer) or an Accounts Payable check:
 - 1. ACH – For Faculty and Staff the reimbursement will be routed to the financial institution account used for payroll direct deposits. If the individual chooses to have the reimbursement issued to another account, an Accounts Payable Direct form should be completed (form available on the Accounting Services website). For Students the reimbursement will be routed to the financial institution account which was provided to the Cashier’s Office.

2. Check – If the ACH information is not available for a vendor, the reimbursement will be made by an Accounts Payable check and mailed through the United States Postal Service.
- D. Food purchases must state function/event, how it relates to the mission of the department and the number of attendees. If the number of attendees is less than 10, the names of the individuals and their affiliation with the University must be included.
 - E. All travel related reimbursements are to be submitted through the travel voucher process.
 - E. Limit of \$100 per day for the firm or individual from which the product/service was initially purchased.
 - F. The Non PO Voucher shall be approved by a person who has been properly authorized by the University. Any employee who commits the University to a purchase without proper authorization may be personally liable for the transaction.