

PROCEDURE

Approved 6/1/07; Revised 6/2/08

Approved By: Vice President George Pierce

Authority: RCW 43.19

Cancels:

See Also: POL-U5348.12 Reimbursing Employees

PRO-U5348.12A**REIMBURSING EMPLOYEES**

This procedure applies to faculty, staff, and students who have purchased eligible goods for university use using personal funds.

Action by:**Action:**

University Employee

1. **Purchases** allowable goods using personal funds.
2. **Completes** Services/Reimbursement Form.
3. **Attaches** receipts for purchases to be reimbursed.
4. **Submits** for approval.

Note: Approver must be other than employee requesting reimbursement.

Financial Manager or
Budget Authority

5. **Approves** purchase and returns form to employee.

University Employee

6. Retains pink copy for department records and **submits** Services/Reimbursement form to Purchasing.
 - 6a. If reimbursement total is \$75 or less and employee is requesting cash reimbursement **delivers** Services/Reimbursement form to University Cashier.

Purchasing

7. **Reviews** Services/Reimbursement form and accompanying receipts.
 - 7a. If form is not complete, is not in compliance with policy, or is not approved by Financial Manager or Budget Authority other than the requesting employee, **returns** the form to the employee and **explains** the reason.

8. **Processes** reimbursement request and **delivers** check to address indicated on the Services/Reimbursement form.

9. **Files** Services/Reimbursement Form and receipts.

University Cashier

10. **Reviews** Services/Reimbursement form and accompanying receipts.

PROCEDURE

Action by:

Action:

- 10a. If form is not complete, is not in compliance with policy, or is not approved by Financial Manager or Budget Authority other than the requesting employee, **returns** the form to the employee and **explains** the reason.
11. **Delivers** cash to employee and **obtains** employee's signature for receipt of cash on the Services/Reimbursement form.
12. **Initials** form and **files** form and receipts in the daily work.
13. If check has been sent to University Cashier, **informs** employee when reimbursement check is available to be picked up/cashed at the University Cashier.