
2323 REIMBURSEMENT OF MINOR EXPENDITURES

Effective: Jan. 1989
Revised: December 2015
Last Reviewed: May 2016
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

To establish policies for reimbursing employees for minor non-travel expenditures.

POLICY

1. The University has identified the Purchasing System and [Purchasing Card](#) as the authorized methodologies for acquiring goods and/or services (see [Commodity Matrix](#) for appropriate use of these methodologies) from external vendors. University faculty and staff are required to use the appropriate methodology to satisfy their needs.
2. The individual authorizing the transaction must ensure that the reimbursement request is in compliance with existing University procurement policies.
3. No individual may approve his or her own reimbursement request.