



## Purchase and Reimbursement Policy

The University discourages use of individuals' personal funds for all purchasing. Even though use of personal funds is NOT preferred, it may be necessary in certain emergency situations, based on the facts and circumstances surrounding the purchase event. RE: Policy 3-100, 3-010, Rule 3-010A

- Complete Department **Purchase Order Request**
- All Purchases require authorization by Faculty or Dept. Account Executive.
- All Purchase Order Requests will require 24-48 hours to process.
- If there is an emergency and purchases need to be made with personal funds, a Department **Reimbursement Request** is required and must include all documentation:
  - a. Original Invoice or Receipts
  - b. Proof of Payment (i.e. Cash, Credit, Check)
  - c. Adequate Description or Reason of Purchase (i.e. **Memo**)
  - d. Description of Items or Services Purchased
  - e. Appropriate Accounting Distribution/Chartfield
  - f. Necessary Approvals
- It is a violation of Utah state law for sales tax to be waived at the time of purchase when the payment is not being directly made using University funds.
- All reimbursements
  - 1) Must be submitted within 60 days of purchase
  - 2) Will not receive a refund for state sales tax.
- The Department has the right to revoke any Purchase Order or Reimbursement request if not in compliance with University Policies and Procedures.