Section 04.13
RECEIPTS & REQUESTS FOR REIMBURSEMENT FOR MISC. PURCHASES

GUIDELINES FOR REIMBURSEMENT

If you find it necessary to make a purchase yourself, the procedures below must be followed in order to process your reimbursement in a timely manner.

1. Create a Limited Purchase Order and submit receipts; or
2. Submit a voucher create form with receipts attached.

It is important to provide proper receipts with your request for reimbursement. Proper receipts include: an original receipt showing proof of payment: cash/debit, credit card or check.

If an original receipt is unavailable, see below for acceptable proof of payment.

- **If paid by credit card and a receipt is not available**, submit a copy of your credit card statement showing the charge. For security and confidentiality purposes, we recommend that you blacken or hide all but the last four digits of your credit card number on any statements submitted to the A/P department for processing.

- **If paid with a personal check and a receipt is not available**, submit a copy of the cancelled check or a copy of your bank statement or online banking report showing that the check has cleared your bank. **Please remember to mark out account number and routing number.**

- If original receipt is missing and the items were purchased with cash, the only acceptable substitute receipt will be a certification memorandum from supervisor that confirms the items purchased exist and were consumed or used by department. Any request in excess of $150 will need Vice President’s approval as well.

- Receipt should always confirm method of payment.

- Receipt should have name of establishment.
Receipts & Request for Reimbursement for Misc. Purchases

- Receipt should have sufficient details on the items purchased. 
  *Note: In case of cash register receipt, a full statement must be provided for description of items.*

- All reimbursements also require statement of business need or purpose for the items on the voucher or the limited purchase order.

- **Reimbursement of sales tax** to an individual who purchased goods for university business can be reimbursed from institutional funds but not from state funds. It is preferable that individuals provide a Texas Sales and Use Tax Exemption Certificate to the vendor prior to purchase. Accounts Payable can provide this form.

- Reimbursements for meals will need additional documentation (refer to the Expenditure Guidelines on the Accounting Services Website) for more information.