PURCHASE REIMBURSEMENT

Miscellaneous small or emergency purchases done by Employee as self have to be <u>requested</u> and <u>approved</u> by supervisor in advance.

It can only be approved if the goods and services to be purchased cannot be obtained from one of the following:

- An on-campus vendor (service center), e.g., University Stores.
- An off-campus vendor using standard purchasing procedures (through the VCEA Dean's Office Purchasing Department).

Prepare a State of Washington Invoice Voucher (see BPPM 30.45):
SUPPLIER OR CLAIMANT: Indicate the name, home address, and WSU ID number of the employee purchaser
DESCRIPTION/QUANT/AMOUNT: Itemize the product or service purchased
Include a <u>detailed description</u> of the circumstances that required the use of this exceptional procedure
SUPPLIER'S CERTIFICATION: Obtain the employee's signature
AUTHORIZED SIGNATURE: Obtain an authorized signature (dean/director/chair, area finance administrator, expenditure authority, or a responsible administrator)

If the expenditure is supported by an account in function FN057, include appropriate justification and approval (see BPPM 70.33).

Attach the receipt or other record indicating that the employee paid the supplier.

Submit the documents in Workday through the Expense Report Task
→ **Create Expense Report** (Note: Use "Confirming Reimbursement" in the Expense Item field).