

Please note: The UCOP Accounting Manual reads, "Reimbursement to University employees for purchases of goods (e.g., departmental supplies, etc.) should be discouraged as there are other options available for making such purchases, including purchasing cards and low value purchase orders. An employee may not be reimbursed for payments to third parties for services, except for expenses incurred in connection with business travel and entertainment."

When reimbursement is the only option, here are some guidelines:

We will reimburse you up to the agreed upon amount for purchase of supplies and materials --

1. Receipts should be legible and include:
  - a. Date
  - b. Itemized description of purchase
  - c. Amount of charge
  - d. Vendor name
  - e. Your signature indicating the items were received
  
2. For each one, provide positive evidence that payment was made. This can be a cash register receipt on which the word "Paid" appears or one that shows zero balance due. It could be an accompanying credit card receipt or a bank statement showing the charge.

Thanks for your attention to these guidelines. Reimbursements can take some time. If you would like to speed up the process, you can:

1. Include a list or spreadsheet that shows what you are requesting
2. Tape down small receipts on 8½ x 11 inch paper on one side
3. Avoid using staples, highlighters, or taping over needed information

Again, please keep in mind that *services* will not be reimbursed, but in many cases the University can pay for them directly. You may be able to arrange those through the department.