

Spending & Reimbursement Procedures

Who can spend money from a university account, or be reimbursed from a university account?

- Student leaders who purchase items related to a PLU on-campus or off-campus activity.
- Prior designation is needed from your SIL supervisor or adviser

How can I spend money from a university account?

- On-campus expenses, such as catering or multimedia services purchases, can be handled by providing your PLU account number. (Prior authorization from your SIL supervisor or adviser is needed).
- Off-campus expenses, such as paying a DJ, ordering t-shirts, purchasing craft supplies, etc. can be paid a number of ways:
 - For purchases totaling \$75 or less, print out a "Expense Advance Authorization Form" available on the Business Office website, under Documents & Forms, Misc. Business Office Forms
 - For payment by check, such as when a purchase exceeds \$75 and you have an invoice from the company or person needing to be paid, print out a "Payment Request Form" available on the Business Office website, under Documents & Forms, Misc. Business Office Forms.
 - For payment by credit card, such as online ordering of supplies, contact your adviser or supervisor to assist you in purchasing the item using his or her PLU credit card.

Which expenses can be reimbursed?

- Public transportation fees.
- Entrance fee to attractions.
- Parking fee paid to park PLU/ Budget van.
- Office supplies not available on campus
 - Keep in mind that you can purchase many supplies through University Printing and the Garfield Book Company using a PLU account number
- Event supplies, such as decorations, candy, poster board, etc.

IMPORTANT: Expenses requiring reimbursement must be pre-approved by your supervisor or adviser.

How do I request a reimbursement?

- To request reimbursement, all purchased must be **itemized** and **original** receipts needs to be kept.
- Print out "Cash Reimbursement Form" available on Clubs website under Document and Forms.
- Complete the form except Charge FOAP and Financial Manager Name, Signature and Date sections.
- Each receipt needs to accompany one form.
- Staple the form and the receipt and turn it to the SIL Front Desk.
- Please allow 5 business days for review.
- After the review, SIL will email you to pick up the document. Please take the document to the Cashier at the Business Office (Admin 110) with your PLU ID to get cash reimbursement.

No receipt was provided? Print out "Unavailable Receipts Form" available in Business Office website under Document and Forms/ Misc. Business Office Forms. Complete the form (except und-org-acct # and approver's signature section).