

### Purchase & Reimbursement Policy and Guidelines

The Sanford School adheres to all financial policies including [FIN 401-03: Prohibited Transactions](#) and [FIN 420-01: Faculty and Staff Reimbursements: Accountable Plan Rules](#).

- Applicable policies include:
    - must have paid or incurred expenses while performing services as an employee or student of ASU.
    - required to properly account to ASU for the expenses within 30 days of purchase.
    - If the reimbursement is more than the business-related expenses that have been incurred, the excess must be timely returned to ASU, generally 30 days after the expense was paid or incurred.
    - If the above requirements are not met, the amount that is paid to the employee is treated as paid under a Nonaccountable Plan and is taxable as compensation, subject to income and payroll taxes, as applicable.
    - **\*\*A prepayment is payment for goods and services before receiving the goods and services. Generally, prepayments are prohibited by state statute. However, there are instances when they are in the best interest of the university and generally accepted industry standards require the prepayment of goods and services. Such instances include annual subscriptions, annual maintenance (equipment and software) agreements, airfare, annual memberships in professional associations, and conference registration fees. Payments for these exceptions should be made as close to their actual begin date as reasonably possible. Purchases made with the ASU Purchasing Card are not considered prepayments if Purchasing Card guidelines are followed. Before any department commits university resources for the purpose of making a prepayment for goods or services on a purchase order or contract, PUR 602-04, "Prepayment of Purchase Orders and Contracts," must be followed. Other prepayments not covered above must have the written approval of the vice president for finance and deputy treasurer, who will consult with the Office of General Counsel as appropriate.**
- \*\*Please note that it has been determined through the Dean's office that only a 1-year membership or conference payment is approved for reimbursement. A multi-year membership or conference payment is not considered industry standard thus qualifying it as a prepayment and not eligible for reimbursement.**

### REQUEST FOR REIMBURSEMENT/PURCHASE

*Public Purpose/Technical Justification (how this relates to the project's scope of work):*

**\*\*For Food/Meals, please use the [Business Meals Form](#)\*\*** *If non-food items are purchased with food, submit both a Business Meals Form and this form*

Transaction Type (Choose One):

- Reimbursement     
  P-Card Transaction Request     
  Direct Vendor/Invoice Payment

Supplier/Person to Reimburse	
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***PLEASE NOTE:*** Technology purchases may need further review outside of the department to ensure compliance with University Standards. All technology purchases must be reviewed by the department prior to purchase.

*Description of Transaction/Items Purchased (Attach documentation such as receipts and/or quotes):*

Item	Link (Amazon, etc.)	Quantity	Item Total

<b>Grand Total</b>	
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*\*Reimbursements over \$1,000 require Dean and Provost Approvals*

## REQUESTOR INFORMATION

Requestor (Name) \_\_\_\_\_ Date: \_\_\_\_\_ Email: \_\_\_\_\_

## ACCOUNT MANAGER APPROVAL

**For Business Operations Use Only**

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The PI/Account Manager (Name): \_\_\_\_\_ authorizes the transaction described above to be charged to the Grant/Gift/Program Account Number: \_\_\_\_\_.

PI/Account Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_