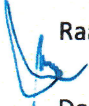




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TO: Deans, Directors, and Financial Managers

FROM:  Raaj Kurapati, Associate Vice Chancellor for Financial Services

DATE: December 16, 2013

SUBJECT: Direct Pay Reimbursements

Effective immediately, please submit all direct pay reimbursement requests in excess of \$100, and those involving representational expenditures, directly to UAF Accounts Payable as a 'DP01' general encumbrance. Previously, we routed all requests in excess of \$500 to Procurement and Contract Services as a requisition. The Office of the Bursar will continue to process requests of \$100 or less, which do not include representational expenditures, as petty cash transactions.

As a reminder, employee reimbursement for the purchase of supplies or services on behalf of the university is not an approved method of procurement. However, there are limited situations in which alternate procurement options are not available. Exceptions include the following:

1. An individual is on travel status and needs to make a purchase, for university business-related purposes, in the local area.
2. After hours or weekend purchases needed on an emergency basis in order to enable continued operations *may* be allowable.
3. A vendor does not accept credit cards and the situation meets the criteria listed above.

Should needs fitting the first two criteria be of a recurring nature, individuals who would otherwise make these purchases on personal funds should have a UAF Procurement Card and abide by all associated terms, conditions, and responsibilities. All direct pay reimbursement requests continue to require a memo of explanation signed by the appropriate dean or director. Repeated submission of reimbursement requests for items purchasable through an approved procurement method will result in denial of the request.

Cc: Jason Theis, Acting Director, Office of Finance and Accounting
Amanda Wall, Director, Office of the Bursar