

## **REIMBURSEMENTS**

**Policy Title:** Reimbursements

**Policy Type:** Administrative

**Policy Number:** #43-23 (2015)

**Approved:** 04/03/2015

**Responsible Office:** Procurement Services

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** University Employees

### **POLICY STATEMENT**

The University has established a policy governing employee reimbursements for procurement transactions paid from personal funds.

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### **DEFINITIONS**

None

### **CONTACT(S)**

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

### **STAKEHOLDER(S)**

University Community

## **REIMBURSEMENTS POLICY CONTENTS**

Unless otherwise approved in advance by the Director or Associate Director of Procurement Services, purchases approved for payment as reimbursements by Procurement Services are restricted to those purchases up to \$100, which are made for emergency reasons or which processing through normal channels would be too costly and/or too time consuming, or when desired goods are available only from vendors who require prepayment. Small business set-asides and other procurement policies apply to purchase transactions paid with personal funds and later reimbursed by the University.

The purchase of pens, markers, or items manufactured by the visually impaired and/or items manufactured by other mandatory sources or similar to items stocked in the University's Central Warehouse is prohibited. Questions regarding reimbursable items should be directed to Procurement Services.

The University is exempt from sales tax in Virginia; therefore, employees will not be reimbursed for sales taxes paid. Commonwealth of Virginia Sales and Use Tax Certificate of Exemption form is available upon request from Procurement Services.

Departments and activities are strongly encouraged to obtain a Small Purchase Charge Card for small dollar transactions rather than paying with personal funds and seeking reimbursement.

## **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication, and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 08/16/2021
- Approval by, date: President, 04/03/2015
- Revision History: 07/01/1995, 07/01/2014, 04/03/2015, 10/06/2016; 10/23/2017; 08/16/2018

- Supersedes: Procurement Services Policy and Procedures No. 10

**RELATED DOCUMENTS**

There are no related documents associated with this policy.

**FORMS**

There are no forms associated with this policy.