Reimbursement for Minor Expenditures

Departments and offices that do not to have a petty cash fund or are unable to justify one, can request reimbursement (not advances) for purchases costing $250.00 or less for supplies and materials. The use of multiple forms for $250.00 or less, in order to obtain cash in excess of $250.00 for a specific expenditure, cannot be used as a substitute for the Purchasing Department’s requisition and purchase order procedure. Reimbursement for expenditures exceeding $250.00 must be processed through Accounts Payable to receive a check.

To Obtain Reimbursement

1. A **Cash Reimbursement Form (CRF)** is prepared and properly signed by an individual authorized to approve expenditures for the account listed. The Authorized Signer CANNOT be the same person as the person listed as the Recipient. In cases where the “Authorized Signer” would be the “Recipient,” the individual’s supervisor MUST sign to authorize the expenditure. There must always be two individuals involved every time a cash reimbursement is completed. No individual is authorized/permitted to sign someone else’s name. Signatures will be verified.

2. Proper documentation (original receipts, canceled checks, credit card receipts, or paid invoices) must be attached to the form. The documentation must equal or exceed the amount of reimbursement requested. Forms without proper documentation will not be cashed.

3. Forms with a total value of $250.00 or less, with proper documentation and with authorization, must be taken to the Bursar’s Office for payment. A valid Marquette ID is required for identification. If an individual other than the recipient identifies on the form is picking up the cash, he/she must bring the current Marquette ID of that individual in addition to their own current Marquette ID.

4. Business related expenses will be cashed for university employees or students only.