CENTRAL UNIVERSITY LIBRARIES
REIMBURSEMENT PROCEDURE

➢ BEFORE making any purchase, check with Supervisor or Leadership Team (LT) Member to be sure that a better way isn’t available; i.e. Order Form, etc.

➢ PRIOR approval of the purchase by an LT Member is required in order to receive reimbursement.

➢ Sales tax cannot be reimbursed. Print out SMU's Texas Sales and Use Tax Exemption Certificate from the CUL Staff Resources website, Purchasing & Other Financial.

http://smu.edu/cul/staffresources/

➢ Submit to vendor before completing purchase. If vendor will not honor SMU’s exemption, try to find another vendor. If this is the sole vendor, contact Donna Cotter, x81317, for permission to make the purchase and pay sales tax.

➢ Receipts must have the vendor’s name, date of purchase, itemized prices, and purchase total. Tape them to a blank sheet of paper on all four sides, being careful to avoid covering any print on the ticket. Tape will degrade the ink on receipts making them impossible to read. Do not use highlighter on the receipt as it also degrades the ink.

➢ Submit the receipts to an LT Member who will sign for approval and forward to Meg Ruckman. If the purchase included food, the Business Entertainment Expense Form must also be included. It may be found on the CUL Staff Resources website under Purchasing & Other Financial and is a user-friendly form.

➢ Reimbursement will be made by check or direct deposit. Direct deposit can occur only if the Accounts Payable Direct Deposit Form has been submitted BEFORE the reimbursement request. It can be found on the CUL Staff Resources website under Purchasing & Other Financial.

➢ Allow two to three weeks for processing.