**Reimbursement for Purchases**

All purchases should be made under the University’s purchasing policies and procedures such that the purchases are paid for directly by the University. However, on occasion, faculty, staff and students make purchases of goods on behalf of the University. Faculty, staff and students cannot make purchases of services on behalf of the University; services must be paid for directly by the University. For example, if a person pays for catering, lecture fees, honorarium or other services, these expenses cannot be submitted for reimbursement. The only exception is during foreign travel when an interpreter may be required.

For purchases of goods made on behalf of the University, the amount cannot exceed $2,500 and the reimbursement will not include any sales tax paid because the University is exempt from sales tax on purchases. Any purchases over $2,500 will not be reimbursed.

The reimbursement must be adequately documented (date, item(s) purchased, business purpose and amount) including the original receipt for any reimbursement of $75 or more. The original receipt should be scanned and attached to the expense report then retained until the reimbursement has been paid. If the business purchase is supported by a federal contract or grant, the original receipt may be scanned and maintained electronically (on a server that is regularly backed up so the documents can be recovered at any time), but the hard copy original must be kept after it is scanned for at least one year.