

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Expense Reimbursements

#### **Purpose**

There are times when staff personally purchase supplies and/or materials. This becomes necessary when quantities needed are small and inexpensive, it is the only way the items can be purchased or in order to expedite the acquisition of needed materials. This procedure outlines the process where by staff may obtain reimbursement for these purchases. This procedure is not meant to circumvent the normal purchasing process which should be followed in most circumstances.

#### **Procedure**

1. Prior to a staff member personally purchasing supplies/materials, verification of sufficient funds and approval to make the purchase must be obtained from the appropriate manager.
2. Upon purchase of supplies/materials the staff member will obtain an itemized receipt which lists from whom purchased, the item(s) purchased, the quantity, unit cost, extended cost, taxes and total. If the receipt does not have all the required information, such as in a cash register receipt, then the information must be written in by the staff member.
3. The staff member will complete a Disbursement Request form. The following information will be entered: name of the person to be reimbursed, description of the items purchased, the amount requested for reimbursement and account(s) to be charged. The original receipt(s) (photo copies will not be accepted) will be attached to the request and submitted to the appropriate manager for approval.
4. The Disbursement Request will be processed in the normal manner and sent to the College Business Office.
5. If there are insufficient funds in the account to be charged then a budget transfer will be required before the request can be completed.
6. Upon receipt, the College Business Office will verify the request is complete with the proper receipts, account distribution and sufficient funds. It will then be processed for payment.
7. Payment may be made through the College Revolving Cash Fund (see College Revolving Cash Fund Policy and Administrative Guidelines) or forwarded to District Accounts Payable for payment.