

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-27
Merchandise Purchases by Employees

Faculty and staff may be reimbursed for the purchase of items when normal purchase orders are not feasible. The following guidelines apply to these purchases:

1. Reimbursement may be made from local funds only.
2. A letter of justification and the receipt must accompany the purchase voucher requesting reimbursement. The letter should include the need for the item and the purpose of the item should be stated.
3. For purchases under \$1,000, the Dean or Associate Vice President may approve the request.
4. For purchases between \$1,000 and \$2,000, the Vice President may approve the request.
5. For purchases over \$2,000, the President may approve the request.
6. Reimbursements must be approved at the next higher level.
7. All other guidelines regarding purchases must be observed.
8. This policy is not to be used to purchase food for any purpose.
9. Purchases for office supplies should be on an emergency basis only. All office supply purchases should be accompanied by a letter of justification and approved by the Vice President.
10. When applicable approvals are obtained, the purchase voucher should be forwarded to Controller's Office for processing.

Reviewed by: Paige Smith, Controller – 3/15/2010

Next review: 3/15/2011