

**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 request should be submitted using the Direct Pay Form available in BearKatBuy (BKB).
2. Reimbursement may be made from local funds only.
3. A justification statement and the receipt must accompany the purchase voucher requesting reimbursement. The justification statement should include both the need and the purpose for the item.
4. Reimbursements must be approved at the next higher supervisory level.
5. All other guidelines regarding purchases must be observed.
6. This policy is not to be used to purchase food for any purpose. Refer to Direct Pay Disbursement Policy [FO-63](#).

Reviewed by:           Tessy Rappé - Assistant Vice President for Finance and Operations  
                              Reneé Starns - Exec. Director Procurement and Business Services

Review Date:           September 2020

Next Review Date:    August 2023