

Tax Levy Personal Reimbursement Procedures

- It is preferable for OTPS expenditures to go through the Purchase Requisition process. The personal reimbursement procedure should be used only in a case of an emergency.
- 1. Please be sure that there are sufficient funds in your Tax Levy budget to cover the request.
- 2. Submit:
 - Purchase Requisition**

Be sure that the correct department is indicated on the form and that the form is signed by the appropriate authorized signatory.
 - Personal Reimbursement Form**

Complete the personal reimbursement form. You must indicate the date, a brief description, and cost *for each item*. Please attach **all** original *dated* receipts. All receipts **must** indicate the name **and** address of the vendor. Tax will **not** be reimbursed. Please attach all packing slips as appropriate.

The form must be signed by the individual and the supervisor. You cannot sign for a personal reimbursement for yourself. A letter of justification is required in lieu of lost receipts.
 - Proof of Payment**

If payment was made in cash – proof of payment will be an original receipt.
If payment was made via credit card – proof of payment will be your monthly statement. (Please obscure all but the last four digits of the credit card number and the name of the card holder. Any other unrelated information you do not wish to disclose may be obscured as well.)
If payment was made via personal check – proof of payment will be a copy of the cancelled check (front and back).
 - Letter of Justification**

A letter explaining why it was necessary that the items were purchased with personal funds must accompany all requests for personal reimbursement. If items were purchased for an event, please include documentation outlining the event (flyers, invitations, programs, brochures, itineraries). The letter must be on departmental letterhead and signed by the department head or chairperson. You cannot sign for a personal reimbursement for yourself.

Please note: The Office of Purchasing must follow all CUNY and New York State guidelines when spending Tax Levy funds. **Always** check with the Office of Purchasing prior to making any reimbursable purchases to determine if the expenditure is allowable.

Effective Date: March 2008