

#### **7.4 Cash Purchases Policy Statement**

Purchases made with cash or non-University of Illinois System issued cash equivalents less than \$500 may be made if:

- the unit head determines that the best interests of the unit and the university are served;
- a University of Illinois System contract is not available for the purchase; and,
- a Purchasing Card (P-Card) is not available or cannot be used to make the purchase.

All reimbursement requests for cash purchases must include a justification and/or documentation demonstrating the three requirements listed above.

#### **Compliance with the Cash Purchases policy 7.4**

Listed below are purchases/expenses that may be eligible to submit for reimbursement with appropriate justification:

- +Books, publications, etc... related to research and academic work
- +Fees for conference registrations and professional memberships
- +Poster printing
- +Any reasonable expenses while you are traveling for university related work
- +IT supplies such as print cartridges, chargers, storage drives, etc...
- +Postage, shipping fees
- +Meals when not traveling such as for labs, meals with candidates, etc... (no alcohol)
- +Membership fees
- +General office and lab supplies

Listed below would be examples of some items that are unacceptable for reimbursement and would need to be purchased by the Department:

- +Services
- +Software programs
- +Gift cards

Important to note:

- ✓ When in doubt ask Jennifer
- ✓ Use Miscellaneous Reimbursement form and Policy 7.4 Justification form when submitting for a non-travel related reimbursement
- ✓ Items cannot exceed \$499
- ✓ **University Payables has final approval on all reimbursements**