

1. **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.

1. **Compliance with the Cash Purchases policy 7.4 Statement   
   (PLEASE COMPLETE THIS SECTION CLEARY. DO NOT PRINT. DO NOT ABBREVIATE)**

This is to confirm that the following purchase/expense complies with the best interest of the Psychology Department and the University of Illinois. At the time of purchase a University of Illinois System contract was not available for the purchase and the purchaser did not have access to a Purchasing Card (P-Card).

* Date of expense:
* Total amount:
* Item(s) purchased:
* Purchaser name and affiliation to the University:

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Michael Ragozzino, PhD Date  
Psychology Department Head