

### **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)

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

- General office and lab supplies (consumables such as paper towels, pens, folders, snacks, water, etc...)
- Software programs

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**