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