Out of Pocket Purchases

* University employees may make small out-of-pocket purchases towards approved, emergency goods and services for official University use, up to a limit of $499.99 per item and be reimbursed for such purchases.
* Out-of-pocket purchases should be made only when circumstances are such that the use of a regular purchase order or ProCard is not practical.
* This procedure does not, in any way, replace the established purchasing procedure.
* Reimbursement for out-of -pocket purchases may be requested by submitting a completed invoice [**(Out of Pocket Reimbursement Guide**](http://financesystems.uconn.edu/wp-content/uploads/sites/136/2013/09/Out-of-Pocket-Reimbursement-Guide1.pdf)) along with supporting receipts for all purchases. \*\*Admin. Team will submit this to Accounts Payable.

## Examples of allowable transactions include:

* Emergency purchases of supplies needed in research;
* Emergency repairs;
* Entertainment of guests to the University (not to be used for departmental lunches comprised entirely of University employees). *\*\** *If you plan to take a prospective employee or student to Chuck & Augie’s in the Student Union, please discuss this with the Department Head/Dean’s Office. There are lunch tickets available from the Dean’s Office with approval.*

## Examples of non-allowable transactions

* Personal services of any type
* Purchases from the UConn Co-Op Bookstore
* Supplies and services listed on the back of this page

## What we need

* Original, itemized receipt
	+ Reimbursements cannot be for purchases more than $499.99
	+ Alcohol should NOT be included on any reimbursement receipt
* Employee name and work with Admin. Team to identify KFS account number
* Written justification of purchase

Timeline

* Please submit the itemized receipt to the Admin Team within ONE WEEK of purchase. The University will NOT reimburse purchases older than 6 months.
* After the reimbursement has been submitted, please allow 2-3 weeks for processing.
* If you would like to set up direct deposit with Accounts Payable, please visit: http://ap.uconn.edu/forms/employee\_eft\_form.pdf

## Other Options

**Please ASK
 before you BUY!**

* Department ProCard
* Purchase Order

NON-Reimbursable Items

* Air conditioners
* Alcoholic Beverages
* Audio/Visual or Photographic Equipment
* Advertising
* Art Work (pictures, posters, statues, etc.)
* BlackBerry or other mobile email devises (must be ordered through UConn UITS)
* Business Cards
* Cell Phones (must be ordered through UConn UITS)
* Clothing (excluding protective wear)
* Donations of any kind
* Dry Cleaning Services
* Flowers or Gifts for UConn employees or their relatives
* Fines and Penalties
* Furniture (tables, chairs, desks, lamps, etc.)
* Holiday Cards
* Holiday gifts for students
* Insurance
* Internet Service Subscriptions
* Kitchen Appliances (coffee pots, microwave ovens, toasters, etc.)
* Laundry Services
* Lodging
* Meals (for departmental lunches comprised entirely of University employees)
* Outdoor Signage (except by the Facilities Department)
* Paint
* PDA's (Personal Digital Assistants)
* Personal Furnishings (briefcases, pen sets, etc.)
* Plants and Shrubs (except by the Landscaping department)
* Professional or Personal Services
* Purchase from a University employee or their immediate family (conflict of interest)
* Sporting Goods (except by the Division of Athletics)
* Stationery
* Telecommunications Equipment
* Tickets for traffic violations, parking and towing charges