Deans, Directors, and FlnancEal Marlagers

h , Raaj Kurapati, Associate Vice Chancellon for Finaneial Services B-' ' December 16, 2013
Direct Pay Reim bu rseme nts

Effective immediateln please submit all direct pay reimburselaent requests in excess of $100, and those involving representational expenditures, directly to UAF Accounts Payable as a 'DFOI'general encumbrance. Previously, we routed all requests in excess of $500 to Procurement and Contrac,t Services as a requisition. The Office of the Bursar will continue to process requests of $100 or less, which do not include representational expenditures, as petty cash transactions.

As a reminder, employee reimbursement for the purchase of supplies or services on behalf of the university is not an approved method of procurement. However, there are limited situations in

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individuals who would otherwise

make these purchases on personalfunds should have a UAF Procurement Card and abide by all
associated terms, conditions, and responsibilities. All direct pay reimbursement requests continue to
require a memo of explanation signed by the appropriate dean or director. Repeated submission of
reimbursement requests for items purchasable i t through an approved procurement method