REIMBURSEMENT REQUEST PROCESS

**ALL PURCHASES OF GOODS AND SERVICES USING UNIVERSITY/SCHOOL FUNDS MUST BE PRE-APPROVED AND PROCESSED THROUGH THE eREQUEST SYSTEM**

FACULTY/STAFF PURCHASER:

- 2-3 weeks prior to time item or service is needed, purchaser researches the cost of the item or service and potential vendors and obtains an estimate or quote for the purchase from preferred vendor
  - Some items require particular vendors be used; consults with Fiscal staff for details
  - Any alcohol purchases must be approved in writing by the Dean in advance of a meal or event; provides detail in email request to the Dean
  - All office supplies must be purchased at an OfficeMax location or via eRequest/Stores system
  - Business meals require at least one non-University attendee
  - Gratuities for meals may not exceed 20% of the meal cost
  - Sales tax IS reimbursable when purchase is made with personal funds
- Determines cost is supported in appropriate budget and emails supervisor for approval to make purchase from that budget source
  - Email includes quote or estimate document and concise business purpose information showing appropriate use of University/College funds and “who, what, when, where, why” details
- Receives email approval response from supervisor
- Makes purchase with personal funds and receives itemized and signed receipts
- Creates an eRequest at https://eRequest.osu.edu; enters all pertinent required information and uploads approval email and both itemized and signed receipts and attendees list for meals, if applicable

FISCAL STAFF

- Consults with purchaser, as needed, in advance of purchase; answers questions; reviews budgets and suggests vendors when necessary; details any specific purchasing requirements
- Reviews eRequest entry; completes chartfield section and any other missing information, if necessary
- Ad hocs eRequest, when necessary, to budget supervisor
- Approves eRequest in system
- Monitors system for issuance of reimbursement payment; files paperwork
- Reconciles charges to monthly GL report
- Adds expense to budget tracking spreadsheet
- Liaisons with Office of Academic Affairs Business Service Center as needed to clarify purchase information, answer questions, connect them with actual purchaser