



Procurement Services  
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*Purchasing has formalized the following policy relating to reimbursement to employees for expenditures exceeding the petty cash limit. This policy will remain in effect until such time that changes occur in the State of Kentucky's Model Procurement Code or in overall University policy.*

### **Employee Reimbursement Exceeding Petty Cash Limits**

It is University policy to limit employee reimbursement to the petty cash limit for purchases made for the university. The requisition process, or use of a university procurement card, should be adequate for all purchases above the petty cash limit. Any exception to this policy will be at the discretion of the Director of Purchasing and may require the employee to provide written explanation outlining why standard procurement procedures were not followed.

**Procedure:** Forward a requisition to Purchasing, naming the employee as the suggested vendor, along with all receipts.

Reimbursement from University funds should not be requested or processed via check request, without written approval from the Director of Purchasing. The check request form is used primarily for agency and foundation account transactions.