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### Background:

University employees may need to purchase goods for University business purposes with personal funds for expediency or logistical reasons.

### CSU, Chico Practice:

It is the practice of CSU, Chico to secure goods and services through normal procurement methods whenever possible utilizing the standard purchase/service order process, procurement card, or online using the Campus Marketplace. Reimbursements to University employees or, in certain infrequent circumstances students, will be allowed when necessary up to \$1000, exclusive of tax, for legitimate and documented purchases made personally for University business use. Purchases must be approved by the supervising employee or faculty member. The approver must be of a higher authority than the requesting employee.

### Reimbursement to Students:

Reimbursement requests for students should be infrequent and of a low dollar amount. As a general practice, student reimbursements for documented University-related expenses shall not exceed \$250. Student purchases must be pre-approved by the supervising employee or faculty member. It is the practice of CSU, Chico to limit purchasing by students.

### Taxes:

If the vendor from whom a purchase is made does not collect California State sales tax and therefore was not paid by the employee/student, current sales tax will be applied to the purchase price and paid as use tax. The use tax will be paid directly by the University to the State Board of Equalization and will be charged to the department chartfields utilized for the reimbursement.

### Ownership and Location of Goods:

Upon reimbursement, the acquired goods become the property of the University. As University property, some items may require tagging/bar-coding, and recording in the University property database. Departments are responsible for making arrangements with the Property Management Office for such items as defined in the Policies and Procedures for Management of University Property located at <https://www.csuchico.edu/pm/>. If any of the items purchased are for use at a non-University location, an "Off-Campus Use of State Property" form shall be completed and submitted to the Property Management Office. This form is located online at <https://www.csuchico.edu/pm/>.

### Options for Reimbursement:

Petty Cash: (\$0-150)

Campus department personnel shall complete the Petty Cash Reimbursement Form for purchases. Petty Cash Procedures can be found at <https://www.csuchico.edu/fin/resources/policies.shtml> and forms can be found at <https://www.csuchico.edu/fin/resources/forms.shtml>.

Employee Reimbursement: (\$151-999)

Campus department personnel shall complete the [Employee Reimbursement \(non-hospitality\)](#) form.

Hospitality: (All)

Campus department personnel shall complete the [Hospitality Expense Request](#) form. Hospitality Procedures can be found at <https://www.csuchico.edu/fin/resources/policies.shtml>

### Exceptions:

Reimbursement requests over the \$1,000 threshold or for items that are inappropriate will only be allowed if pre-approval by the Director of Procurement & Contract Services, or designee, has been received. Certain requests over \$1000 may also require the approval of the Vice President for the specific area. Unique circumstances must exist for such a request to be approved. Requests deviating from these procedures will generally be denied, with approval only granted if appropriate written justification is presented that supports approval.

If a reimbursement request is denied, the employee will be personally liable for the expense. The employee has the option of returning the item(s), or seeking approval for reimbursement from non-state funding sources if appropriate.

**Inappropriate Reimbursements (not a complete list):**

Reimbursements to employees for the following will not be allowed:

- A. Services of any kind (performed by individuals or businesses): services may require 1099 reporting and/or vendor/contractor documentation of insurance coverage prior to performance of the work.
- B. Travel expenses: travel expenses are to be reimbursed through the travel process.
- C. Computers, software, networked and wireless printers & network equipment (e.g., hubs, routers, etc.) or other items that would require the completion of an [IT Procurement Review](#): campus standards are established for such purchases and CSU contract pricing is generally available.
- D. Reimbursements that are split to avoid the \$1000 maximum threshold
- E. Reimbursements for purchases that normally are not allowed under regular procurement transaction processing (party supplies, greeting cards, office appliances, gifts, etc.)
- F. Reimbursements from a prior fiscal year

**Forms, Resources and Related Links:**

[Petty Cash Procedures](#)

[Petty Cash Reimbursement Form](#)

[Employee Reimbursement \(non-hospitality\)](#)

[Hospitality Procedures](#)

[Hospitality Expense Request](#)

[IT Procurement Review](#)

[Off-Campus Use of State Property Form](#)

**Original Implementation Date: February 2011**

**Updated: March 2016, November 2018, July 2019**