

Policy Number: 600.2

Policy: Payment or Expense Reimbursement for University Employees by Affiliated Organizations

Effective Date: November 23, 2004

Revision Date: May 16, 2013

Approved by: Vice Chancellor for Administrative Services

PROCEDURE:

I. University Fund Controller Responsibilities

- A. Any employee or department that seeks payment or reimbursement from an affiliated organization should request payment on the forms developed by the affiliated organization. Any request for payment or reimbursement must be accompanied by appropriate documentation and approved in writing by the department head or director of the department.
- B. To ensure good internal controls, each department head or director will be responsible to review all requests for payment or reimbursement and related documentation to assure that it meets the requirements of this policy before approval. Upon approval, documentation may be forwarded to the affiliated organization to be retained by it.
- C. A director or department head may not approve his or her own requests for payment or reimbursement. Such requests will be approved by the department head's or director's immediate supervisor.

II. Affiliated Organization's Responsibilities

- A. Before disbursement, the affiliated organization will review all requests to verify that the request is consistent with the intent of the donor and that funds are available.