



## **Employee Payment Form Guidelines**

### **Employee Payment Form requirements:**

Employee Payment Forms are used for:

- Petty Cash Reimbursements
- Program Expense Reimbursements for Education Abroad and Athletic programs
- Reimbursements of employee or student purchases:
  - The purchases of commodities and contractual services are required to be processed through the USF System Bull Marketplace. All USF System purchases must comply with USF System regulations and policies. Employee (and student) reimbursements are the **EXCEPTION** to using a purchase order or PCard for purchases.
  - Employees and students should limit purchases using their personal funds which then require reimbursements
  - Employees and students should use USF System purchase orders and/or PCard for purchases
  - Reimbursements will be reviewed for appropriateness and **may not** be approved for payment.
  - **Sales Tax incurred on purchases which are deemed to be discretionary will not be reimbursed.** Discretionary purchases are those that could have and should have been incurred using USF System purchase orders and/or PCard, including purchase of supplies, equipment, food, and business meals.
  - Purchases should be shipped only to a USF System address. Shipment to a home or other off-campus address may result in denial of reimbursement.

**Forms that are not in compliance will not be processed and the user will have to seek other non-university funding sources.** Examples of non-university funding are funds from a Direct Support Organization (DSO) (i.e. USF Foundation, USF Research Foundation; University Medical Services Association.)

Employee Payment Forms submitted beyond 60 days of the date of the transaction will require approval by the accountable Vice President.

Forms should be sent electronically to: [APINVOICES@USF.EDU](mailto:APINVOICES@USF.EDU) .

**The following are NOT allowable employee reimbursements:**

1. Equipment, lab equipment, office equipment, furniture etc....
2. Computer Supplies, office supplies, lab supplies etc.....
3. Clothing;
4. Contractual Services
5. Any other commodities or contractual services that are required to be processed on a USF System Purchase Order or PCard.

**Purchases for less than \$1,000 should be purchased using the USF System PCard. Departments should use PCard for payment of memberships, subscriptions, postage, freight, computer supplies, office supplies, lab supplies including those that are biological, chemicals and gases plus other related supplies. Additional information on the PCard program is available at: <http://www.usf.edu/business-finance/purchasing/staff-procedures/usf-pcard/index.aspx>**