

Out of Pocket Purchases

University employees may make small out-of-pocket purchases of emergency allowable goods and services for official University use up to a limit of \$499.99 per item and be reimbursed for such purchases. Out-of-pocket purchases should be made only when circumstances are such that the use of a regular purchase order or Procard is not practical. This procedure does not, in any way, replace the established purchasing procedure.

If possible, please get prior approval from your Department Head or Business Manager before making out-of-pocket purchases you will need reimbursement for.

Examples of allowable transactions include:

- Emergency purchases of supplies needed in research;
- Emergency repairs;
- Entertainment of guests to the University (not to be used for departmental lunches comprised entirely of University employees).

This procedure cannot be used for the following purposes:

- Personal services of any type**;
- Purchases made at the UConn Co-Op bookstore;
- Supplies and services listed below

ITEMS FOR WHICH EMPLOYEES CANNOT BE REIMBURSED

- Air conditioners
- Alcoholic Beverages
- Audio/Visual or Photographic Equipment
- Advertising
- Art Work (pictures, posters, statues, etc.)
- BlackBerry or other mobile email devices (must be ordered through UConn UITS)
- Business Cards
- Cell Phones (must be ordered through UConn UITS)
- Clothing (excluding protective wear)
- Donations of any kind
- Dry Cleaning Services
- Flowers or Gifts for UConn employees or their relatives
- Fines and Penalties
- Furniture (tables, chairs, desks, lamps, etc.)
- Holiday Cards
- Holiday gifts for students
- Insurance
- Internet Service Subscriptions
- Kitchen Appliances (coffee pots, microwave ovens, toasters, etc.)
- Laundry Services
- Lodging
- Meals (for departmental lunches comprised entirely of University employees)
- Outdoor Signage (except by the Facilities Department)
- Paint
- PDA's (Personal Digital Assistants)
- Personal Furnishings (briefcases, pen sets, etc.)
- Plants and Shrubs (except by the Landscaping department)
- Professional or Personal Services
- Purchase from a University employee or their immediate family (conflict of interest)
- Sporting Goods (except by the Division of Athletics)
- Stationery
- Telecommunications Equipment
- Tickets for traffic violations, parking and towing charges

Administrative Assistants may request reimbursement for an employee by submitting an invoice along with supporting receipts for all purchases to the Accounts Payable Department through processing a Disbursement Voucher in Quali. Instructions for the process and the **Out of Pocket Reimbursement Guide** is located at <http://ap.uconn.edu>

Reimbursement for purchases made while on approved University travel must be requested on a **Travel Reimbursement Form** and given to your SFA Travel Reimbursement Processor.

****It is important to note that any services performed by University faculty, staff or students MUST be paid through special payroll or student payroll. This includes speaking engagements and project participation. Please see your Department Administrative Assistant for submitting a SPARs request. This request and payroll authorization must be approved prior to performing the service.**