PERSONAL REIMBURSEMENT PROCEDURE ($250 MAX)

Policy Id:
Bus.005 – Personal Reimbursement Procedure ($250 Max)

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PERSONAL REIMBURSEMENT PROCEDURE ($250 MAX)

This procedure is to be followed by Non-Tax-Levy entities such as:
   The John Jay College Foundation, Inc.
   Auxiliary Services Corporation, Inc.
   College Depository Accounts

In remaining consistent with New York State and CUNY guidelines regarding the purchase of goods and services, except for the Student Activities Association and Children's Center for which procedures will be developed separately, the procedures below shall be adopted for the College's non-tax levy entities.

The maximum allowable limit for personal reimbursement from all entities, including SAA and Children's Center, is $250.00.

For personal reimbursement for purchase of goods and services up to $250.00 you will be required to:

Submit a Check Request describing the expense(s), the reason for the expense(s) and attach original receipt(s) - e.g., a bill from the vendor on a business invoice, which has been stamped "PAID", or an invoice for personal service on which the supplier indicates their Employer Identification Number (EIN) as well as confirms payment has been received. The appropriate account administrator/signatory(ies) must approve and sign the Check Request.

* Please note, the dollar limits in this document refer to the gross total of the purchase not the individual price of an item. You must, for example, receive written bids from five vendors if you are purchasing 5,000 pocket calendars @$1.10 per calendar.