

Department of Computer Science and Engineering
Purchase and Reimbursement of Non-Travel Related Expenses

Revised January 2017

For internal department use only

Please use online forms, which can be found at <https://www.cs.umn.edu/resources/forms> with the exception of purchase requests.

For purchase requests:

1. For **computer equipment purchases**, please contact Jim MacDonald, mac@cs.umn.edu or 5-5803.
2. All purchase requests must be signed by the faculty member authorizing the purchase and, for all funds, should include a brief explanation of how it relates to or benefits the account being charged. The justification should include WHO, WHAT, WHEN, WHERE, WHY and HOW there is a benefit. For additional information, please refer to:
http://policy.umn.edu/sites/policy.umn.edu/files/appendix/transaction_appa.pdf

For reimbursement of non-travel expenses:

1. Occasional **emergency** purchases of up to \$500 are reimbursable, with a receipt. (It is expected that almost all purchases will be made with a U of M purchase order.)
2. Original detailed receipts are required for employee reimbursements of \$25 or more, except meals which always require a detailed receipt.
3. *Purchases shipped to home addresses will not be reimbursed unless prior approval is obtained from the department head.*
4. Meals: Provide a list of attendees and the business purpose of the meal and benefit to the University.
5. Alcohol is not a reimbursable expense (except for faculty recruiting). The limit per person for faculty recruiting dinners is \$60/person. This includes meal, beverage, tax and gratuity. Sales tax on business meals will be reimbursed.
6. All reimbursement requests must be submitted in a timely fashion according to the University policy.
7. All purchase requests must be signed by the faculty member authorizing the purchase and, for all funds, should include a brief explanation of how it relates to or benefits the account being charged. The justification should include WHO, WHAT, WHEN, WHERE, WHY and HOW there is a benefit. For additional information, please refer to:
http://policy.umn.edu/sites/policy.umn.edu/files/appendix/transaction_appa.pdf
8. Only the following persons are authorized signatures for the department:

Department Head	Mats Heimdahl
Associate Department Head	George Karypis
Administrative Director	Faith Goenner
Department Accountant	Sue Gustafson
Research Accountants	Jillian Rung, Sonya Ovegaard

For additional information on policy, please refer to the University Policy Library:

1. Home site: <http://policy.umn.edu/>
2. Purchasing Goods and Services: <http://policy.umn.edu/finance/purchasing>
3. Hospitality and Other Special Expenses: <http://policy.umn.edu/finance/hospitality>

