

From: Knapp, David
Sent: Wednesday, February 22, 2006 9:25 AM
To: DL-SOP-Faculty; DL-SOP-Staff
Subject: DON'T GET CAUGHT! Purchase reimbursement changes.

You will no longer be reimbursed for purchases you make out of your own pocket.

As part of the new University financial system going live on March 1st, most requests for reimbursements will no longer be processed. This means that if you buy something out of your own pocket, e.g., books, office supplies, etc., you will NOT be reimbursed as in the past.

As of March 1st, ALL purchases must be made via the Visa Procard or the new electronic purchasing system. Details are shown in the table below. This policy will be strictly enforced campus-wide. When in doubt about a purchase method, please consult with your Division Manager.

This procedure does not apply to reimbursement for meals on University business, bona fide emergencies, and expenses incurred while traveling. Travel reimbursements will be handled in the same manner as in the past. UMB Foundation reimbursement procedures are unchanged.

If you have any questions, concerns or comments, please contact your Division Manager. If she cannot resolve your specific issue, she will work with Nancy Bowers and Bill Cooper to address it as the new system and new campus procedures permit.

For purchases totaling:	State of Maryland Procurement Guidelines require using one for the following:
\$1.00 to \$4,999.00	Use the Procurement Card for allowed purchases
\$1.00 to \$4,999.00	If vendor does not accept Procurement Card for allowed purchases, use the eUMB Financials Purchase Requisition/Request for Payment <i>Obtain approval from your department business office before contracting with the vendor</i>
\$5,000.00 and above	Submit eUMB Financials Purchase Requisition/Purchase Order <i>Obtain approval from your department business office before contracting with the vendor</i>

David A. Knapp, PhD, Dean
 University of Maryland School of Pharmacy

