COCHRANE TEMISKAMING RESOURCE CENTRE

POLICY MANUAL: Financial Services-Purchasing **Policy #9**

Title REQUEST FOR REIMBURSEMENT OF OUT-OF-POCKET EXPENDITURES	**Page** 1 of 1
Approval/Date August 12, 1996 (Revised July 3, 2001), January14, 2010	**Revised on** December 12, 2023
Issued by FINANCIAL SERVICES	**Signed by Executive Director**
For use by ALL DEPARTMENTS/SITES	

POLICY STATEMENT Pre-authorized expenditures and emergency purchases of goods, supplies, and tangible items made by staff members on CTRC's behalf will be reimbursed. This procedure is to be utilized for expenditures not exceeding a maximum of $200 (before taxes) for total reimbursement. **METHOD**

1. The staff member making the purchase must obtain prior approval from her/his Director or Manager. Each Director or Manager will set up their own internal procedures within their own department for staff to request and obtain this approval.

2. A cash advance may be obtained from Financial Services by submitting a Request for Advance form.

3. After the purchase is made the "Request for Reimbursement" form must be completed, receipts attached, signed by the Purchaser, certified as received or purchased by a Director, or Manager, or Supervisor, or co-worker; approved for payment by the Director or Manager, and brought to Financial Services for reimbursement and settlement of any outstanding cash advances.

4. The Request for Reimbursement form certifies that the goods and articles have been duly purchased by the individual requesting reimbursement and that the items have been duly received by CTRC.

5. It is the Director's or Manager's responsibility to ensure the correct budget or account code is provided for each item on the request form.

6. **The "Request for Cheque" form will not be accepted as a substitute for the "Request for Reimbursement of Out-Of-Pocket Expenditures" form.**