

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 is not practical. This procedure does not, in any way, replace the established purchasing procedure.

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:

- Personal services of any type;
- Purchases from the UConn Co-op Bookstore;
- Supplies and services listed on the attachment.

Reimbursement for out-of-pocket purchases may be requested by submitting a properly completed invoice (Form CO-17) along with supporting receipts for all purchases to the Accounts Payable Department.

Reimbursement for purchases made while on approved University travel must be requested on a Reimbursement Form and sent to the University Travel Office with receipts attached.

ITEMS FOR WHICH EMPLOYEES MAY NOT BE REIMBURSED

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, microware 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