

# USF Controller's Office

## Accounts Payable Reimbursements

Philosophy :

In accordance with effective internal control procedures and established accounting processes, as well as university regulations these guidelines are offered regarding accounts payable procedures.

Procedure:

Faculty and staff are strongly discouraged from spending their own funds on purchases for the university.

In the rare cases where that is necessary, reimbursements are made using the Employee Payment Form. The payee must sign the form and provide their Employee ID number. An explanation detailing why a PCard was not used or a Purchase Order was not obtained prior to the purchase should be included on the form along with the business justification for the purchase. An individual cannot authorize his or her own reimbursement. Attach all applicable receipts and proof of payment for any not marked paid.

Employee Payment Forms are submitted to [apinvoices@usf.edu](mailto:apinvoices@usf.edu) for approval and reviewed to ensure that the purchases are valid expenditures from university funds. If they are not or further explanation or documentation is required, the form will be returned to the department. Reimbursement requests that are out of compliance will be denied.

The appropriate fund code and account code for the items purchased should be used on the Employee Payment Form.

Resources:

For more information, contact the AP Helpdesk at [aphelp@usf.edu](mailto:aphelp@usf.edu)