



## **Business Services Area**

### **General Reimbursement**

### **Policy & Procedures**

#### **Policy**

All requests for reimbursement must be pre-approved prior to incurring the expense. The request for reimbursement must be allowable under Education Code, Public Contract Code, Title 5, Government Code, the Budget and Accounting Manual (BAM), Auxiliary Services Manual and Board Policy. Requests that are submitted without prior approval may be at the risk of personal liability, which means that it may not be reimbursed. All requests must be approved by the division dean or department/area director.

#### **Procedures**

##### Forms

- Request for revolving cash are for expenses under \$100
- Purchase requests
- Warehouse requisitions are used for items requests in the warehouse inventory. The Warehouse Catalog can be found at:  
<http://www.avc.edu/administration/busserv/WarehouseReceiving.htm>
- Auxiliary requests
- Travel reimbursement is covered separately under travel policies and procedures.

NOTE: Original itemized receipts and proof of payment must be included for reimbursement.

##### Approvals

- For requests under \$100, please submit a request for revolving cash form.
- For requests \$100 and up, please submit a purchase request, warehouse requisition or auxiliary services requisition.
- For requests between \$1,000 and \$4,999, the respective vice president will need to approve the request.
- For requests \$5,000 and above, the respective vice president and Chief Business Official (CBO)/Vice President of Administrative Services will need to approve the request.
- All requests are then given to the Business Services Area either directly in the administration building or routing through internal mail.

##### Timeline

Once the Business Services Area receives the approved request and applicable documentation, we will make every effort to process your request within two weeks. This may be extended in times of peak or high workload.

*References: BP6300, AP6300, Education Code 8404(c) and Title 5 Section 58311*