

# Chaffey Community College District

5885 Haven Avenue  
Rancho Cucamonga, CA 91737

## Purchase Reimbursement Request Form

**Instructions: Please complete all form fields.** Include the account number to be charged, obtain the required signatures, and attach the original receipt(s) to the back of this form. Payments cannot be made without receipts or justification of expenses. Forward the completed form to the Accounting Services Department.

**Note:** Purchases in excess of \$200.00 must have prior approval from the Director of Purchasing Services.

Date:

TO WHOM IT MAY CONCERN:

I hereby certify that I purchased the following items for administrative/instructional purposes for use by the Chaffey Community College District at no personal profit or gain:

Quantity	Item Description	Dollar Amount

**TOTAL COST \$** \_\_\_\_\_

Justification of Expense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Approval Required for purchase(s) in excess of \$200.00:**

Signature: \_\_\_\_\_

Director, Purchasing Services

Date: \_\_\_\_\_

I, \_\_\_\_\_ (print your name), declare under penalties of perjury that the foregoing is true and correct.

Employee ID #	Signature	Department
Account Number	Coordinator	
Accounting Services Approval	Budget Manager	

## Purchase Reimbursement Request Form Instructions

Below is the procedure for employee purchase reimbursements using the purchase reimbursement form.

**Purpose:** The Accounting Services and Purchasing Services departments have established these guidelines to ensure employees will be reimbursed appropriately. Approved purchases for reimbursement include purchases made due to an emergency, an unexpected/occurrence, or special pricing purchases while at a conference.

Prior to making these purchases, contact your Buyer/Purchasing Point of Contact. Purchasing has alternate buying methods that may facilitate the purchase without the employee making the purchase using personal funds.

Reimbursement requests must be consistent with the District's purchase reimbursement policy and/or procedures (e.g. no personal purchases, alcohol). When the request is denied, a written appeal for reconsideration may be made to the Executive Director of Business Services, who may request additional information/documentation. The decision of the Executive Director of Business Services shall be final.

### **Instructions:**

1. Complete the purchase reimbursement form by using the purchasing webpage or Z: drive:
  - a. Network drive: <Z:\Purchasing\Public\Purchase Reimbursement Form Rev. 7.2023.docx>
2. Purchases estimated to be in excess of two hundred dollars (\$200.00) must have:
  - a. Written justification
  - b. Approval from the department/program budget manager, and
  - c. **Prior** approval from the Director of Purchasing Services.
  - d. Approvals may be requested by email.
  - e. Exceptions: Approvals are not required for purchases made while in attendance at a pre-approved conference.
3. Send the completed purchase reimbursement form and attachments to Accounting Services.

**Questions:** Please direct any questions or concerns to the Director, Purchasing Services at ext. 6703 or Director, Accounting Services at ext. 6177.