

**Departmental Non-Travel Expense Instructions**

**(updated 1-10-23)**

* An approved public purpose rationale is required prior to arranging a purchase or processing a reimbursement.
	+ The public purpose table template can be accessed at this link: <https://nau.edu/ed-psych/forms-checklists-manuals/> (General forms/Purchase or reimbursement related documentation)
		- Cut and paste the public purpose table into an email to Hope.DeMello@nau.edu
		- If you have already purchased an item related to this public purpose rationale, please attach the associated receipt(s) to the email
	+ Please know that if you purchase an item prior to receiving a public purpose rationale approval, it may be denied, and not processed for reimbursement (university policy). If an exception to policy is required, you will be responsible to process an exception to policy request through the Comptroller’s Office, and provide that exception approval to the EPS Department
	+ The public purpose rationale email will be processed through the EPS Office, funding verified and expense recorded in the EPS Budget, then forwarded to the Department Chair for approval
		- You will be notified when the public purpose has been approved, denied, or further information is required
	+ **A university Pcard must be used for all non-travel expense payments whenever possible (university policy); i.e., professional development purchases**
		- **Please contact Hope DeMello at 928/523-7103 to arrange a time to work together to purchase an item or pay for an expense**
	+ Hope DeMello will submit **all** reimbursement requests to the Employee Service Center on your behalf through the EPS Office. **This is a department requirement.**
* Items purchased using university funds cannot be sent to your home address. Any items ordered for delivery, must be sent to your Department of Educational Psychology duty post address (university policy)
	+ If you did use personal funds to purchase an item, and the item is delivered to your home, if an exception to policy is required, you will be responsible to process an exception to policy request through the Comptroller’s Office, and provide that exception approval to the EPS Department
* Professional Development funding cannot be used for items for your home office