

**Departmental Non-Travel Expense Instructions**

**(updated 2-9-22)**

* A university Pcard must be used for all non-travel expense payments (university policy) whenever possible; 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
* 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
	+ The public purpose rationale email will be processed, 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
	+ Hope DeMello will submit **all** reimbursement requests to the Employee Service Center on your behalf through the EPS Office. **This is a department requirement.** You will be notified when the reimbursement request has been submitted, and you will be added to the “watch list” for this ticket, which will provide access to the ticket relative to any inquires you may have.