

# How to Get Reimbursed for Purchases (< \$150) – a simple 9-step guide:

(If the process outlined below is used too often, it may result in strained relations between you and the purchasing department, who would like ALL items to be bought via Purchase Orders.

In cases of emergencies, need for speed, or occasional convenience, however, following the steps below results in a speedy reimbursement.)

1. Purchase Items! – You may want to have the tax-exempt letter from IIT, so you don't get charged tax.
2. Get "Petty Cash" form slip.
3. Fill out the form - short item descriptions, print your name, appropriate account # (ask advisor if in doubt).
4. Attach the original receipt(s). (total < \$150)
5. Get the Advisor's (or Department Chair's) signature.
6. Take your form to be "OK-d" by Accounting:
  - a) If the account number starts with 5-... (research):
    - Go to Project Accounting: Main Bldg., Rm.308
  - b) Otherwise – (non-research accounts):
    - Go to Purchasing: Main Bldg., Rm. 201
7. Go to the Cashier – Main Bldg., Rm. 104
8. Sign for the money when you are there.
9. Get the cash!