

**GUIDELINES FOR PURCHASES AND REIMBURSEMENT
AMBASSADOR/FITCH AND FCS AWARDS**

CE-FCS Ambassador, Burns, Clark, DeMond, Fitch, Logue, Manning, and Spivey

Important Information

- Follow guidelines and stay within approved budget as specified on award notification.
- Awards cannot be overspent, and budget categories/amounts cannot be altered without approval.
- Use the ***Request for Purchase Approval form**** to obtain prior approval when appropriate as specified below.
- **Food purchases require extra documentation.** Contact Kimberly Nolting prior to purchase of groceries, catering, restaurants, etc. See *Request for Reimbursement form* for more details.
- Use the ***Request for Reimbursement form**** and include required documentation such as itemized receipts and proof of payment as specified below.

Submit all forms and electronic documentation to: kimberly.nolting@okstate.edu

Mail originals to: **Kimberly Nolting, Administrative Associate
OSU Extension Family & Consumer Sciences
135 Human Sciences
Stillwater, OK 74078**

Purchases can be made using the following methods.

P-CARD. P-card purchases are encouraged whenever possible. This is the fastest way to pay a vendor and requires no request for reimbursement. Follow these steps for p-card purchases.

1. Before Purchase: Submit *Request for Purchase Approval* form. The form will be returned with an approval "A" number for reference. Approval will include a fund number for p-card sign-off. The card holder is responsible for following p-card policy/procedure.
2. After purchase: Email itemized receipt with the *Purchase Approval Number* to the address provided above – Do this on day of purchase, and no later than p-card sign-off date.

DIRECT BILL. Follow these steps for direct payment from the FCS state office to the vendor. Submit forms, invoices, and shipment verification to email address above.

1. Prior to placing order: Submit *Request for Purchase Approval* form. Make sure the vendor agrees to send an invoice prior to receiving payment.
2. After receiving a *Purchase Approval Number*: Place order and submit invoice for payment to email address above (include your *Purchase Approval Number*). Email verification of receipt when the order arrives.

CHECK. At point of purchase, ensure receipt includes details such as vendor, date, items purchased, and payment information. Submit the *Request for Reimbursement form* with required documentation.

1. Detailed original receipt.
2. Proof of payment (copy of cleared check and/or bank statement showing payment.
Note: If paid by county agency check, write a statement on the proof of payment "county required to keep original receipts." Only in this instance are receipt copies accepted for reimbursement. County may be required to provide access to original receipt in case of audit.

CASH or PERSONAL CREDIT CARD. At the point of purchase, ensure receipt includes details such as vendor, date, items purchased, and payment information (last four digits of card). Write on receipt the name of the cardholder or person who paid cash. Submit a *Request for Reimbursement form* and original receipts.

AIRS TRAVEL. For awards with travel funding, email contact above for fund number. Create a travel request (out-of-state) or voucher (in-state) in AIRS and include the following people in the routing: Kimberly Nolting, Jorge Atilas, and Cindy Haseley (in addition to administrators or staff normally included in your travel approval routing). Add a note in AIRS indicating the year and name of the award.

**Request for Purchase Approval* and *Request for Reimbursement forms* are included with award notifications. Forms are also located on Canvas under OCES-FCS Resources/Grant Applications and Information.