



# Process a Reimbursement

Select this option if an ASU student/affiliate or club/organization already made payment and is seeking to be reimbursed for the expense.

Review the specific guidelines for purchasing food or subscriptions, and requesting reimbursement for a purchase made from Amazon on the Spending Guidelines webpage.

This document has the following information:

1. Rules (page 2)
2. General Process (page 3)
3. Create Purchase Request (page 4-6)

# Rules

## **All purchases must be made by an ASU affiliate**

Parents and non-ASU affiliates cannot be reimbursed for expenses

## **Do not purchase items before your budget request is approved**

If the purchase was made before the approval of your budget request, your purchase request will be denied

## **Do not make purchases using cash**

Club and organization accounts will not be reimbursed for cash purchases. All purchases must be made on a credit or debit card

Individuals may be reimbursed for cash purchases, but it is strongly discouraged due to ASU Accounting policies

If the amount is over \$100, reimbursement requests for these cash purchases will only be approved if the individual can provide proof of the source of funds (i.e. a withdraw receipt from your bank/ATM) **AND** the original receipt with proof of payment

## **Do not pay for purchases above \$999.99**

Reimbursements over this amount cannot be made to individuals but can be reimbursed to a club/organization account

## **Do not pay for performer/speaker/artist/service fees**

It is University policy to have ASU pay the service provider directly. Reimbursement to a club or an individual, who has already paid a service provider, is forbidden.

## **Submit your purchase request within 10 days of transaction date**

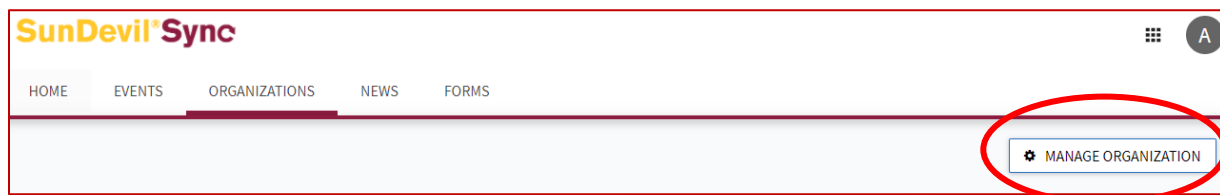
# General Process

1. Make the purchase using an ASU affiliate's credit card
2. Wait until the items have been shipped (if purchased online)
3. Obtain the original receipt. Must show the following:
  - a. Vendor Information
  - b. Date of Purchase
  - c. List of items purchased
  - d. Total amount paid
  - e. Proof of payment
    - i. Such as card holder name and last four of card number used
    - ii. If receipt does not show the above, then please provide a copy of your bank statement and/or a picture of your card
    - iii. If a purchase request has multiple items from one receipt, all items requested must be submitted within a single purchase request.
4. Create a purchase request in SunDevilSync
  - a. Upload the receipt
  - b. If food was purchased, upload a BMF
5. The USG Business Office will process a reimbursement and 'Approve' your purchase request
6. Please note it takes a few weeks to process a reimbursement and mail the check to the payee

# Create Purchase Request

Navigate to your club/organization's SunDevilSync portal and follow the steps below:

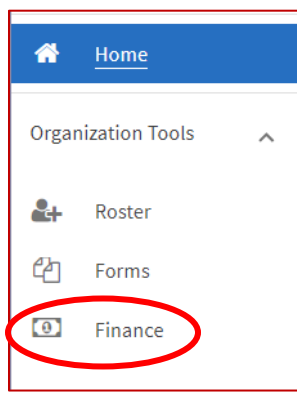
## From your portal's page, select "Manage Organization"



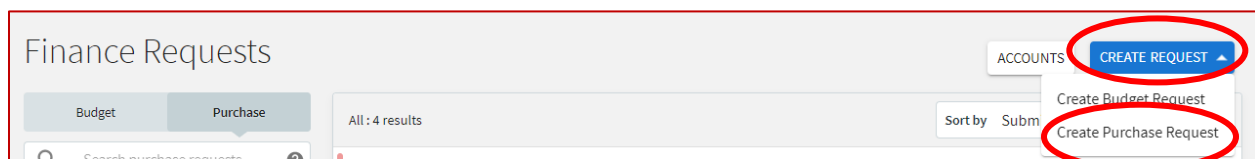
## Select the symbol with 3 horizontal lines in the top left



## Select "Finance"



## Select "Create Request", and then select "Create Purchase Request".



## Select “Populate from Budget”

Create Purchase Request

Request Details

POPULATE FROM BUDGET

Your budget requests will appear. Choose the correct one for this purchase. Then your budget lines under that specific budget will appear. Choose the correct one for this purchase. This will be helpful when figuring out how much funds is left in each budget line

### \*Subject

Include your organization’s campus location (TEMPE) and what is being reimbursed

**\*Subject**

Tempe - Sticker Reimbursement

If purchase is from an Event Budget, include the event title and date

**\*Subject**

Tempe - Social Event 1/21/21 Supplies Reimbursement

### Description

Include information such specific approvals received for this expense, if needed.

**\*Requested Amount**

\$ 0

**\*Categories** **\*Account**

---- Select Category ---- SELECT...

### \*Requested Amount

Total paid on receipt

## **\*Categories**

Select “Event Funding” if for an expense from your event funding budget

Select “Club Operation Funding” if for an expense from your club operation funding budget

## **\*Account**

Select your club account. If no account shows, email the [usg@asu.edu](mailto:usg@asu.edu)

**Payee Information**

<b>First Name</b>	<b>Last Name</b>	
<input type="text" value="Payee's First Name"/>	<input type="text" value="Payee's Last Name"/>	
<b>Street</b>		
<input type="text" value="Valid Mailing Address"/>		
<b>Street Continued (Optional)</b>		
<input type="text" value="Payee's Email Address &amp; Phone Number"/>		
<b>City</b>	<b>State/Province</b>	<b>ZIP/Postal Code</b>
<input type="text" value="City"/>	<input type="text" value="AZ"/>	<input type="text" value="Zip Code"/>

## **Payee Information**

First Name/Last Name of the person who made the purchase (Card Holder) or Student Organization name if you wish the club to be reimbursed

Include valid mailing address where the payee can receive their reimbursement check and payee’s ASU email address/phone number

## **Select “USG Tempe”**

\* Which government has awarded funding for this expense?

- USG Downtown
- USG Poly
- USG Tempe
- USG West
- GPSA
- Thunderbird
- Have not yet been awarded funding

If your student organization has NOT received funding yet, please discard your Purchase Request and submit a Budget Request instead.

## **Requestor Information**

This is the person who is submitting the purchase request - Must be a top three officer of your club shown on your SunDevilSync Profile

* Requestor Name
<input type="text"/>
* Requestor Phone Number
<input type="text"/>
* Requestor ASU Email Address
<input type="text"/>

## **List of Items Purchased**

Include a list of all items purchased

* List of Items Purchased
<input type="text"/>

## **Public Purpose**

View the [How To Write A Public Purpose](#) Guide - This is very important! If not written well, we will ask you to rewrite it.

* Public Purpose Statement
The public purpose should explain how the purchase will benefit the ASU community. Please refer to our "How to Write a Public Purpose" guide for assistance. A public purpose statement is not an explanation of what was purchased and is also not a description of your event.
<input type="text"/>

## **Select "Process a Reimbursement"**

* This is a request to
<input checked="" type="radio"/> process a reimbursement
<input type="radio"/> pay by p-card
<input type="radio"/> pay an invoice

## **Reimbursee Type**

Select appropriate option to describe the reimbursee

If this is reimbursement, is it for an individual or to the club/organization

Individual; ASU Student

Individual; ASU Faculty/Staff member

Club/Organization Account

## **Reimbursee Information**

Provide Name of Individual or Club Name and ASU ID Number for individual or TAX ID Number for club

Name of individual or club/organization being reimbursed

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ASU ID Number (individual) or Tax ID Number (clubs/organizations), if being reimbursed

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## **Upload Receipt**

\* Receipt or Invoice Upload

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[UPLOAD FILE](#)

## **Upload Additional Documentation**

Upload a Business Meals Form and Attendance List if food was purchased

Business Meals Form Upload (if necessary)

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[UPLOAD FILE](#)

If your receipt does not show the above information, upload a copy of the payee's bank statement or a snap shot of the transaction hitting their card

Additional Attachment(s)

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[UPLOAD FILE](#)



## **Submit Request**

An automatic email might be sent by SunDevilSync to your adviser asking to review the request, they can review it but nothing needs to be done on their end

**Your finance purchase request was submitted successfully.**

Your purchase request, ~~Thursday Gathering February 16 Session~~, will be reviewed and you will receive a message once it has been processed.

[View Purchase Request](#)

No need to change the stage,  
this request will be sent directly to the USG Business Office.