

I. Overview

The following operating procedure provides guidelines for employees to receive reimbursements from the University of Arkansas Community College at Batesville Foundation departmental/divisional fund accounts.

II. Practice

The UACCB Foundation has established various departmental/divisional fund accounts that are used to support campus projects and provide resources that are not covered under departmental/divisional budgets. To receive reimbursement, an employee must first discuss the purchase with the Director of Development to determine if the purchase is a reasonable foundation expense.

Once a purchase has been made, the employee should provide the Director of Development with a memorandum explaining the purchase and a receipt. This documentation will be attached to the Payment Authorization Form, which is completed by the Director of Development to begin the reimbursement process. If the Director is not notified, the reimbursement may be delayed or denied.

III. Clarifying Points

The departmental/divisional fund accounts cannot be used to provide stipends or pay increases for employees.

Adopted: February 24, 2012