

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 10.05.010	PAGE 1 of 1
	Policy and Procedure		EFFECTIVE DATE July 20, 1999	
SUBJECT Employee Reimbursements		SUPERSEDES	DATED	
TITLE Procurement and Property	CHAPTER Supply and Purchasing	APPROVED BY Signature on File		

PURPOSE

To set forth departmental policy and procedure regarding reimbursement to individual employees for department-related purchases.

POLICY

Purchases should be made whenever possible using standard state purchasing procedures and payment methods (State Purchase Order or Delivery Order, State of Alaska Procurement Card (PCARD), or Open Market Authority).

In general, employees will NOT be reimbursed for contractual, equipment or supply purchases exceeding \$200 made with their own funds. The effect of employees making purchases and being reimbursed distorts the State's accounting record, because the vendor identity is a cross check in proper coding of accounts.

PROCEDURE

- A. Employee Purchases: When circumstances dictate, and it is in the best interest of the Department, employees with purchasing authority or an employee authorized by an individual with purchasing authority may make purchases of up to \$200 using their own resources and then be reimbursed by the department. Reimbursement requests must be accompanied by the same type and level of documentation that would have been required if normal procurement methods had been followed.
- B. Exceptions: Any exceptions to the \$200 reimbursement limit must be approved by the division director or designee, and a copy of the approval must be included with the request for reimbursement.

AUTHORITY

AS 36.30, State Administrative Manual

IMPLEMENTATION RESPONSIBILITY

Regional/Headquarters Directors, System Director/Manager