

ASI & SC EMPLOYEE REIMBURSEMENT FOR JOB-SPECIFIC PURCHASES

PURPOSE

This policy authorizes the Associated Students Inc. (ASI) and University Student Center (SC) Executive Director to approve employee reimbursements for the purchase of items required to perform their ASI and/or SC job functions, when said items are approved in advance and purchased with personal funds.

To establish a policy to reimburse ASI and SC employees for certain equipment and uniform items that have been preapproved based on the staff position and the organizational need.

POLICY

The ASI & SC Executive Director, or their designee, may authorize reimbursements to employees who have purchased work items with personal funds, when the purchase was approved in advance and required to fulfill their ASI and/or SC job duties.

This revised policy was voted on and approved by the
ASI Board of Directors on December 5, 2023
SC Board of Directors on December 7, 2023

The following signatures by the ASI Vice President and SC Vice Chair verify the approval of the
ASI and SC Board of Directors:



[Arianna Carlos \(Feb 19, 2024 11:31 PST\)](#)

Arianna Carlos, ASI Vice President

Feb 19, 2024

Date



[Ellen Teung-Ouk \(Feb 20, 2024 08:48 PST\)](#)

Ellen Teung-Ouk, SC Vice Chair

Feb 20, 2024

Date

1. General Guidelines

1.2 ASI and SC will reimburse the Building Operations Supervisor and Custodial Services Coordinator for the purchase of approved work pants up to \$125 per fiscal year.

1.3 ASI and SC will reimburse the Building Operations Supervisor and Custodial Services Coordinator for the purchase of approved work footwear up to \$125 per fiscal year.

1.4 ASI and SC may reimburse employees for the purchase of clothing that has been preapproved by their immediate supervisor and the ASI & SC Executive Director or their designee. Reimbursed clothing must be necessary for the employee to perform their job duties as defined by the need of the organization.

1.5 Demonstrated need for reimbursement must fall into one or more of the following categories:

- 1.5.1 Job performance
- 1.5.2 Safety
- 1.5.3 Uniformity
- 1.5.4 Corporate representation

2. Equipment Reimbursement

2.1 ASI and SC will reimburse employees for the purchase of equipment that has been preapproved by their supervisor and the ASI & SC Executive Director or their designee. Reimbursed equipment must be necessary for the employee to perform their job duties as defined by the need of the organization.

2.2 Demonstrated need for reimbursement must fall into one or more of the following categories:

- 2.2.1 Job performance
- 2.2.2 Safety
- 2.2.3 Communication

3. When possible, business purchases are to be made using the established ASI and SC purchasing process and paid for by a business check or ASI or SC Visa. Using personal funds to make a business purchase should only be done in extenuating and rare circumstances, when immediate needs cannot be accommodated by normal business practice.
 - 3.1 Approval of the employee's direct supervisor is required prior to using personal funds for which the employee will be requesting reimbursement. If the employee does not obtain their supervisor's approval prior to using personal funds, their request for reimbursement will likely be denied.
4. Making a business purchase using personal funds does not eliminate the requirement of obtaining prior approval for the purchase, through the use of a signed Purchase Request Form in advance of the purchase.
5. Per campus policy, employees cannot be reimbursed when purchase is made through personal Amazon.com, AmazonMarketplace, etc.
6. If employee ends employment with the ASI or SC within 365 days of receiving an equipment reimbursement, employee must reimburse the ASI or SC the original reimbursement amount or turn in the equipment to ASI or SC.