

## PURCHASING AND REIMBURSEMENTS POLICIES AND PROCEDURES



All purchases and reimbursements in the Division of Animal Resources require a “Peach Sheet” be filled out before the purchase or reimbursement is made. “Peach Sheets” are actually salmon in color and are located in the wall file to the left of the copy machine.

### Supply Purchases:

- Enter date requested, and who is requesting.
- If Rush Order, indicate date needed
- On the top right of the sheet, be sure to check the applicable box:
  1. Place Order
  2. Pay
  3. Reimburse
  4. Reconcile P-Card
- Write in the vendor name, phone number, and fax if applicable
- Fill in the detailed description of the product being ordered, along with the catalogue number, quantity, and unit size. Examples of unit sizes are: each, box, case, set, bail, kg, roll, etc.
- It is NOT necessary to fill in the amount. Emory receives discounted prices on most of its purchases and thus, the \$\$ amount would be incorrect
- Fill in any pertinent notes at the bottom, in the “Notes” section
- On the reverse of the sheet, indicate whether the item(s) ordered is for Direct Animal Care, checking off the related species. If it is Non Direct Animal Care, check off the applicable category(s)
- Fill in “Other Notes” if appropriate
- Have a supervisor or other authorized individual sign and approve the Peach sheet
- Place sheet in the “Supply/Stock Orders” file box outside the Financial Accountant’s door.

### Reimbursements:

- Fill in the Peach sheet just as you would for supply purchases
- Fill your name in the Vendor section as well as in the “Requested By” section
- Complete the reverse just as you would for supply purchases
- Attach applicable **original** receipt(s) via paperclip, **not** staples
- Submit to Financial Accountant
- Reimbursement via direct deposit in 5 business days.

### P-Card Purchases:

- Handled in the same manner as supply purchases and reimbursements
- Attach applicable **original** receipt(s) via staple, **not** paperclips

- Not typically for Resident use.