

Freed-Hardeman University Reimbursement Exception Form

As a general rule, reimbursements should not be used to make University purchases. Exceptions may be made when necessary, with the ***prior written approval*** of the budget supervisor (Policy 5.1.4). Please attach 1) all receipts, 2) the prior written approval of the budget supervisor, and 3) explain in the space below why the Business Portal process could not be used for the purchase.

Name of employee requesting reimbursement: _____ Date: _____

Department: _____

Account from which reimbursement will be withdrawn: ____ - ____ - ____

Total amount requested for reimbursement: \$ _____

Dept. Head or Supervisor: _____ Date: _____

Vice President: _____ Date: _____

Exec. Vice President: _____ Date: _____

President: _____ Date: _____

After all approvals have been received submit to the Purchasing department for processing:

Date received: _____

Purchasing review: _____