

## Purchasing/Reimbursement's/Gift Cards

### I. PURCHASING

- A.) All orders must have a funding source/cost center with PIs approval.
- B.) Federal Funds (grant funding) costing 3K or more require a sole source form or 2 additional quotes (HUB vendors preferred).
- C.) Non-federal funds costing 5K or more will require a sole source form or 2 additional quotes (HUB vendors preferred).
- D.) Purchasing costing over \$100K will require an Addendum C form.  
<http://www.uh.edu/administration-finance/purchasing/Forms/>

\*\*\*Please note all DELL purchases must be processed through a purchase order regards of the dollar amount. (Additional quotes not required) \*\*\*

\*\*\*All office products must be purchased from TEJAS OFFICE SUPPLIES; unless they do not have the product needed. \*\*\*

### II. Reimbursements

- A.) All reimbursements must be submitted within 60 days from the purchase date otherwise the request may not be approved. Procurement methods rule applies to purchase limit for reimbursement. (eg.3K/5K)
- B.) It strongly encouraged to present the UH tax exempt document prior to making a UH business related purchase. If taxes are applied to the receipt UH will only reimburse up to \$10.00 sales tax per transaction. (Taxes are non-refundable on grant funding (federal funds.) [http://www.uh.edu/finance/TaxInformation/PDF\\_files/tax\\_exempt.pdf](http://www.uh.edu/finance/TaxInformation/PDF_files/tax_exempt.pdf))
- C.) An itemized receipt is needed for proof of payment.
- D.) Fill out the TIMES reimbursement form with physical signature and submit via Quartzly.
- E.) All reimbursements require supervisor approval and the PI approval of that cost center being used. **Please note:** supervisor & PI can be the same individual.

### III. Gift Cards

- A.) All gift cards requests must be purchased by Virginia Hernandez due to IRB requirements & audit purposes.
- B.) Gift card purchase options include Walmart, Amazon & Target. (*Based on IRB requirements*)
- C.) Complete a gift card request form and designate a gift card custodian. (*Custodian-person responsible for the gift cards.*)
- D.) Once the request has been approved by the division of research Virginia Hernandez will make the gift card purchase.
- E.) A notification will be sent to the custodian when gift cards are ready for pickup.

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- F.) Virginia Hernandez will provide a distribution list with the gift card identifying numbers for audit purposes.
- G.) The gift card custodian will be responsible for submitting research participant signatures to Virginia Hernandez on a monthly basis.