

# GCCCD

## District Services

### QUICK REFERENCE

#### Purchasing and Reimbursements

*All expenditures must be for authorized business purposes and include appropriate documentation according to standard business practices.*

**All requests for purchases or reimbursements fall into one of the following categories:**

#### **Quick \$ Requests-***Purchases or reimbursements up to \$200*

- Supplies
- Travel expense (single transaction)
- Mileage expense (single transaction)
- Payroll corrections
- Refunds
- Payments to vendors
- One-time services (first time service only). Does not include facility related services, for example, electricians or painters.
- One-time equipment, supplies or facility rentals up to \$200 (one-time per fiscal year only) Any related agreements or rental contracts must be signed by Site Business Manager or Director of Purchasing & Contracts.

Can be used for Trust, Child Development, Bookstore, and General Fund expenses

Transactions may not be broken down into amounts less than \$200 to utilize a Quick \$ Request

Reimbursements up to \$25 are disbursed through the Site Petty Cash Custodian. Accounting will process checks for all other requests.

#### **Check Requests-***Purchases over \$200*

- Advance travel/travel prepayments (lodging, airfare, conference registration) (Approved Off-Campus Activity Form must be on file in Business Office)
- Transfer between funds (does not include budget or expense transfer request)
- Refunds (not expense reimbursements) to students, staff, and others
- Legal and risk management settlements or annuity payments
- Construction related processing fees (not service or rental fees).

#### **Travel and Mileage Reimbursement Claims**

- See Travel Expense Procedure TR1 and Travel Advance Procedure TR2 used for advance payments for athletic and co-curricular travel

#### **Special Projects Pay**

- Reimburses District faculty for work performed outside or above and beyond the employee's job description

#### **Payment to Guest Lectures and Consultants**

- See Guest Instructional Provider Procedure AC7
- See Professional Service Agreements Procedure CO5

**Purchase Request or Request for Contract**

- For all other requests not listed above, use a Purchase Request or Request for Contract. See Purchase Requests Procedure PU1, Request for Contract CO1

*See Procedure AC1 for additional detail.*