

SIU School of Medicine
Procedure for Payment/Reimbursement of Expenses
for Class & Organizational Activities

1. Approval for expenditures must be given prior to event. *Student Expenditure Approval Forms* are available on our web site. The student who will be responsible for the purchase must have the form signed by the class or organization chair or treasurer. The form must be taken to the Office of Student Affairs (OSA) at least three days prior to the expense for approval.
2. Following an expenditure, the receipt for the expense and a copy of the approved *Student Expenditure Approval Form* needs to be returned to OSA within three days. Please note: The vendor name on the *Student Expenditure Approval Form* must match the vendor name on the receipt. If you are using more than one vendor you must complete additional *Student Expenditure Approval Forms*.
3. No payments/reimbursements will be made to students who do not receive prior approval.
4. When planning an event that involves photocopying and printing, every attempt must be made to use Southern Illinois University School of Medicine services.
5. No reimbursement for postage will be made.
6. If a contract is required for an event, the contract must be processed through the Purchasing Department via OSA.
7. When food will be served at an event, students are expected to work with OSA Springfield and Carbondale to purchase the food from vendors who will directly bill the School. For food events which involve 25 people or less, a list of participants must be submitted with the expense/reimbursement request.

The above procedure **MUST** be followed to receive reimbursement or pay an expense. Our new accounting system does not allow paperwork to be set up to cover multiple unknown events. Each transaction is handled individually.

If you have questions, please contact Nancy Calvert or Jan Meyers in OSA Springfield or Barb Jones or Linda Herrold in OSA Carbondale.