**Financial Reminders:**
- Begin the process with a Budget. Allow enough time to find quotes and gain input from your team to get the best planned Budget possible.
- Understand UTEP policies and procedures before you purchase anything.
- Ask the vendor if they accept UTEP PO #s before you start business with them.
- Submit a Purchase Requisition (PR) to obtain a Purchase Order (PO) Number to avoid

**Steps to Get Reimbursed**
1. **Get prior approval** from the authorized person overseeing your account. A Budget is a best way to get approval for items you need for an event versus requesting approval for every item you might need.
2. If you plan to purchase an item or items that total over $250, you need to get a PO Number. Also, reimbursements cannot exceed $249.99/day.
3. **Use a TEXAS SALES TAX EXEMPT FORM** because you will NOT get reimbursed for any tax that you pay.
4. Obtain original receipts of your purchase. Receipts cannot be hand written.
5. Complete this REIMBURSEMENT FORM and then print out. Incomplete forms will not be processed.
6. Obtain the signature and Account Name / Account Number.
7. Staple your original receipt(s) and attach an Entertainment Expense form for reimbursements of food, prizes, etc.
8. Submit form(s) and original receipts to:

   Rachel Esparza, Room C-001
   -or-
   Ricardo Robles, Room A-105