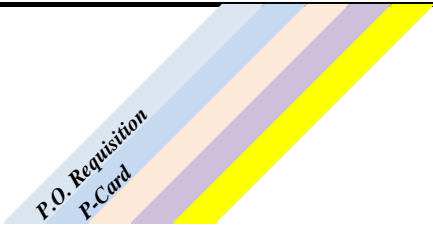


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**General Expenditure Questions**  
(not all inclusive)



**General Expenditure Questions  
(not all inclusive)**

**Notes  
(Taxes are not  
reimbursable)**

P.O. Requisition  
P-Card  
Reimbursement (minus taxes)  
Foundation Payment Request  
**NOT ALLOWED**

General Expenditure Questions (not all inclusive)	P.O. Requisition	P-Card	Reimbursement (minus taxes)	Foundation Payment Request	NOT ALLOWED	Notes (Taxes are not reimbursable)
Water, soft drinks, coffee and supplies for University offices that regularly entertain official guests to the University(e.g., President's Office, Provost Office, Advancement) for business development purposes	X	X	*			Business Office Approval
Furniture	X					Almost all purchases of office furniture must be purchased from the AL-state contract, a consortium contract, or be competitively bid. Check with Purchasing
Receptions/meals for outside groups or supporters of the University	X	X	*	*		Business Office Approval
Food for a meeting stretching across lunch hour that include only employees and that provide benefit to the University (should not be 2 or 3 people simply meeting for lunch)		X	*	*		allowable when it was required to hold a meeting over a meal period. The meeting may not begin or end with the meal (as dictated by the Ethics Law of Alabama). The full agenda and list of attendees must be approved by the budget owner and submitted with reimbursement request.
Business lunches that include non-employees that provide benefit to the University		X	*	*		
Refreshments for meetings involving outside individuals	X	X	*	*		
Refreshments during conferences or seminars	X	X	*	*		
Expenses related to a reception for the University, or a component of the University, for University fund raising purposes that included donors, alumni or other outside groups AND employees	X	X	*	*		
Refreshments for student gatherings	X	X	*	*		As long as student at a0.5 (t)mg.9 s)-80 (o)4r02TdEMC /P AMCID 203 BDC680