

## Department of Genome Sciences

### Policy for Purchases \$75 and Under

Reasonable effort should be made to obtain a vendor receipt. However, if the cost of the item or service is \$75 or under then a vendor receipt does not have to be maintained. In the event of a lost receipt, the following information is required, either as part of the system (e.g., ARIBA, Procard) payment record or separate documentation, with either the purchase or request for reimbursement:

- Full description of service or item being purchased
- Identify the vendor
- Per unit cost of the item or service
- Date of purchase

Sufficient examples include:

- "Purchase of 12 beakers @ \$5 each on 12/15/2016 from Target"
- "Purchase of 2 meals @ \$13.50 each on 10/18/2016 from Agua Verde, no alcohol"

Insufficient examples include:

- "Supplies - \$60.00"

Resources:

UW Receipt Policy Information: <https://finance.uw.edu/ps/resources/receiptpolicy>