



# Non-Routine Reimbursement Approval Form

Please complete all parts of this form and submit to the Dean's Office- then attach returned signed form as an additional receipt image to your Concur Expense Report.

Item purchased: \_\_\_\_\_

Travel Card:

Out of Pocket:

I understand that I did not make my purchase via the correct procurement mechanism and that going forward repeat purchases of this expense in the same manner will not be reimbursed in accordance with University Purchasing policy.

I understand that Questrom's approval of this purchase does not supersede University Policy, and that approval of this expense at the Dean's Office level does not guarantee reimbursement.

I understand I am responsible for contacting my SPC with any questions prior to making purchasing decisions.

Employee Signature: \_\_\_\_\_

If 510100-NON-CAPITAL/MINOR EQUIPMENT (Computer Hardware, etc), 515000-CONTRACTED SERVICES-OTHER (Digital subscriptions), or 516200-SOFTWARE LICENSE is selected in the first field, QST ITS Approval must be attached to this form when submitted to the Dean's Office.

## Dean's Office Use Only

	Printed Name	Signature	Date
Primary Authorized Signer			
Notes			