

## **BSC Budget Office** **Policies & Procedures**

### **Concur Expense Reports**

- [P-Card Charge/Reimbursement form](#) (Form #1) is required
- Spending on departmental funds must be **pre-approved** through [Qualtrics](#)
- **Itemized receipts/invoices are required**. Payment confirmations, work orders, vendor quotes, etc. are not always sufficient

### **buyBama Purchase Orders**

- [Purchase Order form](#) (Form #2) is required
- Budget Office will place order within 48 hours, unless rush order indicated

### **DTAs**

- Requests with funding information sent to [BSCBudget@ua.edu](mailto:BSCBudget@ua.edu)
- 24 hour notice

### **Fleet Reservations**

- Requests with funding information sent to [BSCBudget@ua.edu](mailto:BSCBudget@ua.edu)
- 7-10 day notice

### **Shipping Requests**

- Your name and funding information must be provided
- **\*\* When shipping packages, your name should be listed as the sender. Please DO NOT list BSC Budget as the sender.**

### **Payments to Non-UA Employees**

- [Vendor Registration](#) is required and can take up to 2 weeks
- Per [UA Policy](#), actual meal expenses are reimbursed, not per diem. If no receipts for meals, then [Meal Reimbursement Worksheet](#) is required

### **Cash Deposits**

- [Deposit Verification Form](#) (Form #3) must be completed prior to submitting cash to be deposited