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
- 24 hour notice

Fleet Reservations
- Requests with funding information sent to 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