



SENIOR DESIGN CLASS EXPENDITURES & REIMBURSEMENTS

To make the purchase of items for your senior design project as simple as possible, you have a choice on which method/s you wish to use.

If you purchase any item directly, you must provide a receipt which clearly indicates:

- What was purchased – only project related items!
- Date of purchase – receipts cannot be over 90-days when submitted
- Total amount paid – **A SINGLE RECEIPT CANNOT EXCEED \$500.00**
- Method of payment (cash, debt/credit, MC/VISA)
- If credit card was used and receipt does not show payment, your credit card statement showing the amount of purchase would be accepted along with any receipt or packing slip for the item.
- Paypal and on-line receipts are accepted
- A receipt **must be provided** for any item to be reimbursed.
- Shipping & Handling costs are reimbursable. Please make sure these costs are included on your receipt before submission. (Some suppliers send two receipts, one for the product only and a separate receipt with both the product and shipping costs included. You can be reimbursed using only one receipt.)

Bring your receipt/s to Barbara Kline (248 DHE) to submit them for reimbursement. Each receipt submitted for reimbursement must be yours and allow time to complete the process. Each group is responsible for keeping track of the expenditures and should not exceed the allotted amount.

DO NOT

- write or highlight anything on the receipt,
- staple or tape receipt to another piece of paper, or
- submit an item for reimbursement not related to the project. If an unrelated item is on the receipt, carefully cross it off so the items for reimbursement are not eliminated.
- Food items are not reimbursable – if you have remaining funds, you cannot spend them to celebrate! If your project requires a food product be purchased, please include a separate explanation why this item/s is being using in the project. (i.e., vegetable oil, cat food, etc.)

From the date of submission of reimbursement until you receive your check is TWO to THREE WEEKS.

Other options are available to make purchases. If your purchase on one receipt will exceed \$500 and you do not wish to wait for reimbursement your order can be placed by Barbara Kline using:

- An OU purchase order (PO or SOP)
- OU credit card

To use the OU options, you must bring complete detailed information on the product/item you wish to order including:

- Name of supplier you want to place the order
- Complete supplier information – phone/fax numbers, address, contact name or web site
- Description of item you want to order including number, cost (before shipping) and related facts i.e., color, size, dimension, etc.

Time is valuable, and ordering does take time. Send Barbara Kline an e-mail (kline@oakland.edu) to arrange a time and date to come in to place your order if using an OU option. You must be present when order is placed to answer any questions or issues. Overnight delivery options are expensive so plan according to avoid high shipping costs. All shipping costs are included as part of your group's total budget.

All merchandise ordered in this manner will be delivered to Oakland University and you are responsible for pick up in room 164 DHE. No items ordered in this manner can be delivered to a non-University address and are included as part of the group's total budget.

The course project requires the ability to stay within a budget, so a financial report is supplied to your instructor. Submit all receipts even if you exceed the allocated funds.

ALL RECEIPTS MUST BE SUBMITTED ON OR BEFORE THE LAST DAY OF CLASS.

Reimbursement questions, contact Barbara Kline - kline@oakland.edu