



November 2017

## Volunteer out-of-pocket Reimbursements

*Note:*

ONLY to be used for reimbursements to volunteers (and not to UC employees or vendors.)  
No exceptions allowed.

### ALLOWABLE PURCHASES:

- Low-value supply item purchases (produce, pectin, jars, lids, etc.)
- Maximum reimbursement request per volunteer must not exceed **\$499.99**

*Note: To the greatest extent possible, office supply purchases should be made centrally in UCCE Offices via the AggieBuy system or via UC Purchasing Cards.*

### UNALLOWABLE PURCHASES:

- Services (these must be processed as UC Purchase Requisitions through the standard UCCE purchasing process)
- Entertainment expenses (these must be processed through the standard UCCE entertainment expense process)
- Travel expenses (these must be processed through the standard UCCE travel expense process)
- Non-cash gifts to speakers (these must be purchased by UC employees with County Director pre-approval)
- Commercial advertisements (these must be processed via the standard UCCE purchasing process)

### UCCE VOLUNTEER REIMBURSEMENT PROCESS:

1. ANR/UCCE volunteers will obtain pre-approval from a UCCE Advisor, County Director, or Program Representative before purchasing supplies on behalf of UC ANR activities (via a UCCE form or via email – mechanism to be determined locally).
2. After purchasing the supplies, the volunteer will turn in the original, paid receipts to the respective UCCE Office within 30 days of the purchase.
3. The UCCE Office will prepare a **UCCE Volunteer Request for Reimbursement Form** and obtain the volunteer's certification of expenditures made on behalf of UC via the volunteer's signature on this form.
4. The County Director will authorize/sign the UCCE Volunteer Request for Reimbursement Form.
5. The UCCE Office will submit the approved UCCE Volunteer Request for Reimbursement Form reflecting the UCCE accounts to be charged along with original, paid receipts to the BOC via mail or email.
6. The BOC will review the requests for reimbursement for completeness and compliance with UC & ANR policies.
7. The BOC will issue a UC Regents check which will be mailed to the volunteer's home address as specified on the UCCE Volunteer Request for Reimbursement Form.
8. The BOC will perform the required UC monthly bank reconciliation which will generate the respective charges to the identified UCCE accounts to be reflected on the UC FIS account ledgers.
9. The request for reimbursement must be submitted by the individual who incurred the expense.

*Please Note:*

*\* W-9 forms for volunteers will not be required.*

*\* County-paid Master Food Preserver Representatives who make out-of-pocket purchases on behalf of ANR programs will also follow the reimbursement process as outlined for volunteers.*