Reimbursements

It is important that we maintain proper documentation in ESU’s files for the State of Kansas auditors. For this reason we are asking that future purchases be made directly to the vendor via BPC or purchase order rather than purchased by an individual. This process protects both the individual and ESU.

Since State funds are being used to pay for reimbursement items, these items are State property and must remain with ESU.

ESU attempts to avoid processing reimbursements to individuals for multiple reasons.

- Sales tax is paid with an individual makes the purchase.
- Purchases cannot be reviewed beforehand, therefore putting the responsibility on the employee. If State funds are not acceptable for the purchase, the employee may not get reimbursed.
- The Legislature periodically reviews expenditures by State agencies. In order to allow transparency for the Legislature, payments need to be made directly to the vendor instead of reimbursing employees. Paying the vendor direct allows for easier reporting.
- Technology and Marketing purchases must be reviewed prior to purchasing to insure the product meets ESU’s standards and guidelines.