**Personal Reimbursement for Supplies**

**Updated 11.02.2021**

If you have made a work-related purchase using your personal card or cash, please follow these steps to submit for reimbursement:

Login to ServiceNow using you’re A# and password-

<https://usu.service-now.com/usu/welcome.do>

* Click on "New ServiceNow Interface"
* On the left-hand side, select Business Services.
* Click on “Purchase & Reimbursement Forms”
* Click on "Reimbursement Request”
  + Type in YOUR name. This will pull up you’re A#, email. Make sure it is you.
  + Fill out the “Recipient Information”
  + Use your “sites” Index Number
    - A51276- 2021-2022 BV After School
    - A51275- 2021-2022 Escalante After School
    - A51274- 2021-2022 Panguitch After School
  + Account Code
    - 712900 – Operating Supplies
  + Attached Required Documentation
    - Receipt- Must include required items **1-vendor 2-date 3-itemized**
    - Was food purchased?
      * If yes include – date of the event – location of event – name of attendees (if you have a roll, you can just attach that with the receipt)
* Double check attachments and forms.
* Click Submit

This will then send for approval through Business Services and the Program Director. It can take a few days to process. The submitted reimbursement will be direct deposited into the same account as payroll.