

## Reimbursement for books/materials purchased

Most purchases should be made through the purchasing process established in the Acquisitions Department. In recognition, however, of the difficulty of acquiring some types of materials, especially from countries without a reliable book vendor, Collection Development and Acquisitions have agreed that individual bibliographers may purchase books during their travels outside the U.S. and apply for reimbursement. The following conditions must be met:

1. The bibliographer must contact the Head of Collection Development with a request to purchase materials for the Libraries' collections, specifying where you will be traveling, date of travel, a dollar limit that will not be exceeded, the fund purchases will be charged to, and justification for purchasing in this manner. This request must be approved by Collection Development BEFORE leaving on the trip. Allow sufficient time for review by the head of collection development.
2. Collection Development will forward approved requests to Acquisitions, for their records.
3. When purchasing materials for the Libraries, you must get an itemized invoice from the vendor. This means that every title is listed separately, with its corresponding price. Invoices that say only "books" are not acceptable to the University. Please also have the vendor note what currency is being used on the invoice.
4. You may have the books shipped to the following address: ACQUISITIONS-NORLIN LIBRARY, 1720 Pleasant St., University of Colorado, Boulder, CO 80309-0184. If you can get a separate invoice for the shipping, please do; otherwise, make sure shipping is listed as a separate line on the invoice for the books.
5. When you return, fill out a Payment Voucher (the form is available on the Procurement Center site: [www.cu.edu/psc/forms/Payment-Voucher.xls](http://www.cu.edu/psc/forms/Payment-Voucher.xls)). You only need to fill in the "payee," "description," and "amount" sections. Attach the original invoices or receipts AND proof of payment, just as you do for travel reimbursement. If the invoice shows the method of payment and a zero balance that is sufficient; otherwise, proof of payment can be a cash receipt marked "paid in full", a credit card statement, or a cancelled check. Return it to the Head of Acquisitions for signature and Acquisitions will initiate payment. Please note that if books are shipped, reimbursement cannot be made until the books arrive in Acquisitions.