



SAFAC Office

Division of Student Life – Drexel University

October 25, 2010

To: All Student Org Leaders

Re: Cash Reimbursement Policy Change

There has been an update to the Cash Reimbursement process here at Drexel University. Cash Reimbursements can now be used to reimburse credit card purchases! This is exciting news as I know it will reduce the need of having to process a check request and reduce the time frame in which your members can get their reimbursements!

Guidelines:

1. Requests must be for \$100.00 or less for a single individual.
Note: If you submit more than 1 request for an individual and they total over \$100.00 they will all be returned as unprocessed requesting you to combine and submit as a check request.
2. Original register receipt must be attached. Credit card statements cannot be used to replace original register receipts.
Note: If you placed an online order you must go through the check request process. Cash reimbursements can only be used for in-store purchases only where original register receipts are given.
3. You must download and complete the new Cash Reimbursement form located on the SAFAC Website:
<http://www.drexel.edu/safac/resources/forms.html>
4. All requests need to be submitted to the SAFAC Office for processing. The individual who the reimbursement is for will get an email to pick up their cash reimbursement within a specified time frame. Failure to pick up your cash reimbursement within the specified time frame will result in the reimbursement not being processed.

Thank you,

Joseph M. Gonzalez
Assistant Director for Campus Engagement/
SAFAC Advisor/
Good Idea Fund Advisor/