Business Office  
Email: [**CHS-Business-Orders@uky.edu**](mailto:CHS-Business-Orders@uky.edu)  
Get forms online: [**http://bit.ly/chs\_forms**](http://bit.ly/chs_forms)

How To Complete an Employee Reimbursement (not travel) Process

***All orders should flow through the Division’s Staff Support***

1. The Staff Support completes an online order form. <https://www.uky.edu/chs/ofa/online-order-forms>
   1. Include Requestors name and telephone number and ship-to address.
   2. Be sure to include the business purpose in the online order form
   3. Don’t forget a cost center (it needs to be the number, not the name of the account)
2. In order to reimburse an employee for a purchase that could have been bought on the Procard, we will need a Request for Employee Reimbursement Form completed. Please include your reason for using personal funds to make the purchase. Then upload this form along with any detail receipts into the online order system.



1. Get appropriate electronic signatures on the reimbursement form. The Business Officer needs to sign as the Approving Official on the reimbursement form.

***Any follow-up queries should come from the Staff Support to the Business Office.***

**University Business Procedure:** [**http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf**](http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf)