

**Departmental Non-Travel Purchase Instructions**

**IMPORTANT POLICY CHANGES AS OF JULY 1, 2023**

**NAU employees and students are not allowed to use personal funds to purchase**

**non-travel related items and request reimbursement, e.g., virtual training/workshops/conference registration, research books, classroom materials, etc. These expenses must be purchased using Hope DeMello’s NAU Pcard**

* An approved public purpose rationale is required **prior** to arranging the purchasing of an item
  + The public purpose table template is available on the last page of this document, or can be accessed on this webpage: <https://nau.edu/ed-psych/forms-checklists-manuals/> (General forms/Purchase or reimbursement related documentation)
    - Cut and paste the public purpose table into an email to [Hope.DeMello@nau.edu](mailto:Hope.DeMello@nau.edu) (please do not include the department chair on this email)
  + The public purpose rationale email will be processed through the EPS Office, funding verified, then forwarded to the Department Chair for approval
    - You will be notified when the public purpose rationale has been approved, denied, or further information is required
  + After public purpose rationale approval, please contact [Hope.DeMello@nau.edu](mailto:Hope.DeMello@nau.edu) (or 928/523-7103) to arrange a time to work together to make the purchase
* If you purchased an item using personal funds after July 1, 2023, and prior to receiving a public purpose rationale approval, and the receipt is not over 60 days old, we may be able to request a Policy & Compliance Review (PCR) through the Employee Service Center. There is no guaranteed that the PCR will be approved. Also, PCR approvals are now tracked in the Employee Service Center electronic records, so if you have requested this type of PCR previously, this request will not be approved.
* Items purchased using university funds cannot be sent to your home address. Any items ordered for delivery, must be sent to your Department of Educational Psychology duty post address (university policy)
* Professional Development funding cannot be used for items for your home office

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| **Department of Educational Psychology**  **PUBLIC PURPOSE for Request of Purchase or Reimbursement**  Revised 9-22-23 | |
| Purchase or Reimbursement for what **itemized** Item(s) | 1.  2.  3. |
| Dates associated with purchase or reimbursement (example: conference travel dates, event dates; receipt date) |  |
| Location associated with this purchase or reimbursement (example: conference location, campus location, purchase location) |  |
| How does this purchase benefit the following:  - Your Professional Development  - EPS Department  - EPS Department Programs  - College of Education  - Northern Arizona University |  |
| How will item(s) be utilized (if applicable) |  |
| **NEW - Itemized** expense(s) associated with this purchase/reimbursement | 1.  2.  3. |
| **NEW -** Funding Source (Speedchart # or name of Speedchart) |  |
| NAU employee making this purchase? |  |
|  |  |

Professional Development expenses are applied to speedchart 2510080F25