

Unallowable Purchase Reimbursement Process

In order to properly reimburse the University for an unallowable ProCard purchase, please follow the steps below:

- Write a personal check payable to “Florida International University” for the amount of the unallowable purchase.
- Complete the [Departmental Deposit Form](#) with the required information.
- When preparing the Department Deposit Form, please ensure to apply the same accounting used when reconciling the original departmental card charge. The full amount should be deposited to **the same expense account** and activity number that the charge was initially expensed from.
- Submit the personal check and “Departmental Deposit Form” to the Bursar’s or Cashier’s Office.
- Submit all paperwork associated with this transaction (copy of check, copy of Departmental Deposit Form, Bursar’s office receipt, original receipt from the vendor) to your approver and to the Credit Card Solutions Department ccsteam@fiu.edu