

## Purchases

When you need to make a purchase talk to your advisor about the best method. Generally, they are listed below in order of preference

1. Villanova Procurement Card
  - Your advisor's procurement card is the preferred method for making any purchase. If you would like to purchase something by credit card, visit your advisor and have them complete the purchase with you.

**NOTE:** All reimbursements must be cleared by your Advisor BEFORE the purchase. Uncleared purchases will not be reimbursed, and you must have a physical copy of your receipt.

2. Petty Cash Reimbursement
  - Fill out the Reimbursement Form and bring it, along with your receipt, to your advisor. Have your advisor sign the form, then bring to Ben Godwin for cash reimbursement.
3. Reimbursement over \$100
  - This type of reimbursement should be used very rarely
  - Complete the Non Employee Reimbursement form (electronically), and email, along with your receipt, to [procurement@villanova.edu](mailto:procurement@villanova.edu)

## Deposits

Please make deposits, especially those that include checks, in a timely manner.

### Directions

1. Fill out the Deposit form, following the directions on the form
2. If you are depositing checks, make a copy of all checks (multiple checks per page)
3. Turn in Deposit Form, copy of checks, and checks/currency to Ben Godwin

### Note about Wildcard Readers

Wildcard readers (for formals, ticket sales, etc.) are available from the Wildcard Office in Dougherty. You will need to reserve them ahead of time.