

Non-PO (Reimbursement) Facts

- ✦ The majority of purchases need to go through procurement. **Procurement** is any item that is purchased through Rowan University.
- ✦ Items such as plastic forks, knives, spoons, and cups will not be able to be reimbursed.
- ✦ Signs created through Staples will not be able to be reimbursed.
- ✦ There is a limited category as to what can actually be reimbursed. The link to the non-PO (reimbursement) category list can be found here:
https://sites.rowan.edu/accountspayable/docs/non-po/non_po_payment_request_category_list.pdf
- ✦ Rowan University has a list of preferred vendors. Some of our vendors include:
 1. Amazon
 2. Staples
 3. Office DepotA full list of our vendors can be found by clicking on the link below:
<https://sites.rowan.edu/procurement/purchasing%20/pREFERRED VENDORS.html>
- ✦ If you would like to create signs for an event, please go through the Rowan University Print Center. The link to their page can be found below as this is much more cost efficient:
<https://sites.rowan.edu/printcenter/>
- ✦ You must submit your reimbursement within **45 days** after purchasing the item(s).
- ✦ Reimbursements submitted after 45 days **will not be accepted!**
- ✦ If you would like to purchase items through Amazon, please send me an email at levins@rowan.edu. In the email, please include the links to the items that you would like me to purchase.
- ✦ In addition, please have the treasurer of the class/club approve the purchase in an email. Dean Micciche will review the requested items and give his final approval in writing. Once I receive final approval, I will order the items.
- ✦ Once the items are delivered to my office, I will send out an email to the student(s) stating that your items have arrived. We can coordinate a time for you to pick up the items at my office.
- ✦ I am in the University Educational Center, Suite 2105. My office number is 2139 and I can be reached at the following phone number:856-566-6981. You can also email me anytime!
- ✦ Please do not hesitate to contact me if you have **any** questions or concerns. I am happy to assist you in any way that I can 😊 Have a wonderful day!

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(She, Her, Hers)

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