



\$75 Supporting Documentation Waiver Policy

Purpose: CAS Administrative Support Team uses the following \$75 supporting documentation waiver policy to support all shared services units and comply with Washington state OFM regulations. This policy explains what the \$75 supporting documentation waiver is and how to administer its use.

Note: *this policy is **not** a blanket waiver of all receipts \$75 and under; CAS Administrative Support Team reserves the right to request and receive additional documentation if questions arise.*

This policy can be applied if the following criteria is met:

- ✓ Dollar amount of expense is \$75 or less AND
- ✓ A reasonable effort is made to obtain a vendor receipt AND
- ✓ Information is available regarding the expense: what was purchased, pricing information, and business purpose is documented. Specifically:
 - Full description of service or item purchased
 - Vendor name
 - Per unit cost of the item or service
 - Date of purchase

The following transactions are **excluded** from this policy as the receipts cannot be waived:

- **Procard** charges for “high risk transactions” as identified by UW Procurement. The following Procard transactions must have a receipt:
 - Food/Meals
 - PayPal
 - Fuel/Gas Station
 - Travel
- **Travel expenditures** submitted for reimbursement must have a receipt:
 - Laundry
 - Immunization
 - Covid Tests
 - Other specific expenditures which require documentation per UW Travel where *if* they are less than \$75 documentation is still required:
 - Flights
 - Lodging
 - Car Rentals (flights, lodging, car rental, etc.,)
 - Rail/Train



Background/Overview

The WA State Office of Financial Management issued a \$75 waiver of supporting documentation (e.g. receipts) to the University of Washington for some types of purchases \$75 and under. The current waiver is effective July 2021-June 2023.

The waiver applies only to these UW purchase systems: Ariba (eReimbursement, eTravel, P2I), Central Travel Account (CTA), ProCard, and Manual Check Requests, as well as purchases made through interfacing UW purchasing systems such as the Medical Center.

While this waiver is available to all UW departments, it is not mandatory to use it. If a department decides to use the waiver, then it *must be written in the department's internal policies, contingency procedures and communicated to those impacted by the change.*

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Federal auditors may ask you to provide supporting documentation for all transactions, *regardless of the purchase price.* If sufficient documentation is not available, your department may be responsible for reimbursing for these charges. Refer to the grant or contract for specific requirements.