**Refunds during a pandemic:**

Currently there seems to be a very long wait period between the submission of reimbursements and the issuance of checks. We highly recommend that you accomplish as many purchases as possible either with the Dean’s Office Credit Card, or through an invoice that we pay. Please don’t put yourself under undue financial strain. If you feel comfortable paying for a purchase yourself, make sure you have the proper documentation so you may be reimbursed. That might be a virtual receipt, a paper receipt, or credit card statement.

**Invoices / Payment Requests**

Please make sure you send your invoices or payment requests with as much time to spare as possible. We need plenty of time to coordinate with the Dean’s Office to pay the invoice/request. If there is a date by which you need something paid for ALWAYS include “-Deadline” in the subject of your email. Inside the email, please include the date by which it must be paid. Please also provide context for the invoice/ Payment Request.

An Example:

Subject: FAM Market Musician Invoice -Deadline

Hi Finance Team,

I’ve attached the invoice for our performer at the FAM Market. It has to be paid **by January 26th 2020**.

Thanks,

Organizer of FAM Market.

**Reimbursements**

The following information will be needed for each person that requires a reimbursement. Reimbursements can only be given to the person who made the purchase. Team leaders or friends cannot receive a reimbursement and then distribute them.

Name

UWO Email

Address: the one which you would like a cheque mailed to.

Phone Number

Amount: The amount you are to be reimbursed for

Items: What you purchased

Account: Who you bought these items for, a Departmental Committee, a Portfolio, etc..

You need to send all this information to ahscfinance@gmail.com. Please refrain from sending it directly to the VP or AVP Finance, as your email will likely get lost. We are notified whenever an email hits the finance inbox and check it regularly.

Here is a sample email:

To: ahscfinance@gmail.com

Subject: Publications Fall Launch Party

Name: John Smith

Email: jsmith1@uwo.ca

Phone Number: 123-456-7899

Address: 123 Circle Avenue, London Ontario, A1B 2C3

Items: Balloons, Tablecloths, Plates, Fruit Platter

Amount: $54.75

Thanks,

John Smith