

## Reimbursement of Personal Charge(s) on P-Card

Brandeis P-Cards are corporate liability and therefore personal transactions are not permitted ([see policy](#))

If a personal charge is made mistakenly on your Brandeis P-Card please follow the following Procedures.

Send a check to Procurement Services at MS 110 for the amount of the transaction(s). In the memo line of the Check please indicate the Expense Report # that the transaction is on. It is helpful if you include a note that the check is to reimburse a personal/mistaken charge so we are aware of the reimbursement.

Once the transaction(s) Posts in to your MarketPlace+/Coupa Expense report, indicate in the Business Purpose section that the charge was mistaken/personal in nature.

In the Account/billing section, select the magnifying glass and then your UNET, Department Chartstring, and use the account code 7801.

Transactions must still post, please submit through for approval and the check deposit will offset the original charge.

Procurement Services will handle the deposit through the cashier office.

For questions contact [Procurement Services](#).