# GRAM Credit Card System
# Reimburse Personal Purchase

- Complete a *Cash/Check Deposit* form located on the Finance website.

  - *Department Name* - Enter the cardholder's department name.

  - *Submitter's Name* - Enter your name.

  - *Payer/Description* – Enter "Pers Exp" and the cardholder's name and statement end date.

  - *Fund/Account/Dept/Project* – Enter same account number the personal expense will be allocated to in GRAM.

  - *Cash or Check* – Choose correct payment type.

  - *Amount* – Enter amount being reimbursed.

  - *Check Number* – Enter check number if paying by check.

- Print completed form.

- Attach check or cash.

- Attach both to the cardholder statement packet so it can be included with the scanned file for the month.

- After allocator has scanned, send *Cash/Check Deposit* form and payment in a sealed envelope to the Controller's Office, Attn: Cashier.  Sending cash via campus mail is not secure and is strongly discouraged. If paying cash, please hand-deliver to the Cashier.