



Cleveland State University

Inter-Office Memorandum

Date: September 1, 2020
To: All University Employees
From: Accounts Payable and Bursar's
Re: University Reimbursement Process

In an effort to streamline the reimbursement process for constituents across the University, the Cashier's Office will no longer support reimbursements through a Petty Cash process. Effective immediately, all reimbursement requests, regardless of dollar value, shall be submitted via MagnusMart. This reimbursement process will allow for improved documentation and control over the reimbursement approval process, as well as avoiding delays while most of the University continues to work remotely.

Our purchasing system, MagnusMart, supports an approval based on a pre-assigned workflow, allows staff to upload electronic images to support their reimbursement claim, as well as act as the electronic repository for retention of records.

Individuals who submit a reimbursement request can expect a reimbursement check to be sent within a few days of the voucher being approved. Please note that a process for ACH reimbursement is currently being reviewed.

Reimbursements can be issued to employees, students, or any individual who is set up within the MagnusMart system. Please contact Accounts Payable for more information.

Please follow this [link for more information about MagnusMart](#).