

Instructions for Reimbursing Wellesley College:

For reimbursements of personal purchases made using college issued credit cards: Transactions and/or Expense Reports must be completed and submitted in Workday prior to following the steps below.

1. Fill out a [Cash Deposit Form](#) in its entirety! **Be sure to include the Revenue/Spend Category and any applicable Worktags on the form. If a reimbursement is being made for a procard/T&E card transaction, please reference the Procurement Card Transaction number (PC#) and/or the Expense Report number.**
2. Attach a personal check made payable to Wellesley College in the amount of the purchase/reimbursement.
3. Make a Copy of the Check and the completed Cash Deposit Form and keep it for your personal records.
4. Put the check and the completed cash deposit form into a sealed envelope. Bring the envelope to the secured Depository outside of Green Hall room 139.
5. For questions regarding reimbursing the college, please email: accountsreceivable@wellesley.edu