

Reimbursement Procedure

- Must be within your budget
- Written approval is required prior to any purchase:
 - Wet signatures are required; stamped signatures are not accepted
 - **Department Heads, Principals, Directors, and Supervisors**: must interoffice approval requests on district letterhead to Finance & Operations for Asst. Supt.'s approval
 - **All other staff**: require an approval letter on district letterhead signed by their immediate supervisor
- Requisitions require:
 - Completed Requisition Form
 - Pre-approval letter from supervisor
 - Invoice Template (*found on F&O webpage under Useful Forms*)
 - Proof of payment (*i.e., credit card statement / check copy*)
- Travel:
 - A Purchase Order must be opened prior to travel
 - Receipts and proof of payment must be submitted afterward to apply to the open PO
- Food:
 - Is not reimbursable unless it is for conference that is offering a per diem for such purposes
 - Submit receipts and proof of payment after the conference

Reminder regarding school budgets: Personal reimbursements should be a limited practice. Reimbursement for personal supplies is discouraged. An open PO for an employee to personally buy items that may come up during the year is not permissible. Personal reimbursements should be almost exclusively for approved travel expenses not covered through the travel agency. Supplies should be ordered from a vendor. Open POs for reimbursement are rare, if allowable at all.