



Business and Operations

Successful Learners Strengthening Our Community

Employee Reimbursements

Employee Reimbursements are processed through the accounts payable check run.

The only time an employee may be reimbursed through the school's petty cash/imprest fund is IF the reimbursement is under \$25. All others must be processed through accounts payable.

Employees are encouraged to use purchase orders instead of their own money.

Employee purchases for reimbursement must be pre-approved by your principal or budget manager before you go shopping.

Employees must complete an Expense Reimbursement Form. The original receipt or invoice must be attached. Proof of payment is also required. Most receipts will generally show how paid; i.e.: cash, credit card; this is sufficient. However, if a balance shows, employee must also include a copy of the canceled check (both sides), a copy of the credit card statement showing the charge, or a copy of the check and bank statement showing clearance of check. No reimbursements will be made without original receipt or invoice, and proof of payment.

On-line ordering: Please print the order including totals. This may be used as an invoice. You will also need to include the packing slip. If it isn't clear how the order was paid, you may need to include your credit card statement.

Employee needs to print then sign their name. Forward to principal or budget manager for their signature and account code.

Once the principal or budget manager has signed and provided an account code, forward to accounts payable.

If received in the accounting department by the 6th of the month, a check will most likely be ready on the 15th. If received by the 22nd, a check will most likely be ready on the last day of the month. Even if your request is received after the cut-off date, every effort will be made to include in the closest check run.

Mid-month checks need to be picked up at the district office. If they aren't, they will be attached to paycheck stub at end of month. End of month checks will be attached to paycheck stub.