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PURCHASING DEPARTMENT

Reimbursement Procedures

To: Management Team, Supervisors, Office Managers, and ALL District Employees

From: Sharon Clay, Manager, Purchasing & Warehousing

Subject: Important Information –Reimbursement Requirements for Personal Expenditures

It has been a long standing practice to allow District employees to submit receipts for reimbursement of certain minor purchases, as it can be an efficient and sometimes economical way to acquire items for classroom or office use. Examples of items that are appropriate for purchase as a reimbursement include office and instructional supplies, classroom awards & incentives, miscellaneous consumable instructional materials, etc. However, there have been ongoing issues with reimbursement requests for items that should not be purchased in this manner.

The District will not reimburse employees who have made unauthorized purchases, as outlined below. Please share this information with all staff to ensure that each employee is aware of the reimbursement requirements.

Unauthorized Purchases – NOT eligible for reimbursement (must be ordered on a purchase requisition.)

- **ANY Technology & Electronic Items** – Both hardware and software (all components, including printers, office equipment, monitors, hard drives, iPods, tablets, cables, software subscriptions, etc.)
- **ANY Software** – must be ordered on a requisition, not purchased as a reimbursement
- **ANY Equipment** – examples include audio visual (CD players, DVD/VCR, digital cameras, TVs, appliances, playground equipment (tricycles, playhouses, etc.)
- **ANY Furniture** – examples include chairs and filing cabinets, bookcases, etc.
- **Warehouse Stock Items** – always check the warehouse catalog before purchasing elsewhere
- **ANY Chemicals** – including cleaning supplies, hand soap/sanitizer, etc.
- **Conferences/Workshops** (must be submitted to Accounting with A-16 paperwork)
- **Memberships, Dues, Warranty, Service Agreements**
- **Contract Payments or Payments to Consultants, Lecturers, or Presenters**
- **Assemblies, Field Trips**
- **Repairs or Maintenance Services**
- **Ink/Toner Cartridges** – Purchasing has bids in place for competitive pricing and cost savings. Check the Warehouse catalog first for cartridges in the Warehouse, and be sure to keep spare cartridges on hand to avoid last minute emergencies.

*****Please pay special attention to the following notes regarding specific categories of purchases:**

- **Categorical funds** cannot be used for food. No categorical (Federal or State) dollars can be used for food. The only exception would be “light snacks” for parent education (not required meetings such as SSC, ELAC, etc.). If light snacks (i.e. water, coffee, cookies) are provided for non-required parent education meetings, a flyer or agenda must accompany the requisition as documentation.
- **Meeting refreshments**, if served, including light meals for working lunches are not to exceed a maximum of \$10 per person without prior approval. Basic (0200) or Donations (0801) may be used for light meeting refreshments.
- **Staff Appreciation** – Staff appreciation items should not exceed \$10.00 per person. District funds for staff appreciation may only be used for items that can be used in their job capacity (i.e. book, flash drive, pen, etc.) Only gifts and donations (0801) budgets may be used for staff appreciation food. Please encourage potluck style luncheons for staff functions to lower expenses.
- **Tips/Gratuities** – tips/gratuities are only allowable for reimbursable meals (travel, business related, etc.) but cannot exceed 18%.
- **Candy/Treats** – Treats, including candy, cookies, donuts, chips, etc. are not to be provided to students, as per the District’s Wellness Policy. Please contact the Child Nutrition Department for acceptable healthy treat options. Non-nutritious food purchases must be accompanied by explanation as to purpose, in accordance with Wellness Policy.
- **Gift Cards** (Gift cards are only acceptable in certain instances and require pre-approval from Purchasing. Gift cards may only be purchased in nominal amounts as student incentives to places that do not sell alcohol and/or tobacco and are never to be purchased for staff or parents. Purpose/Rationale for student gift cards is to be included on requisition.) Documentation must be submitted with reimbursement request including rationale and who the gift cards were distributed to.
- **Large Purchases** – Purchases are not to exceed \$200.00. (Don’t forget you can request a Shopping P.O. for certain stores if needed in lieu of reimbursement.)

Reimbursement Requirements

- Items purchased directly by an employee and submitted for reimbursement must be pre-approved by the site or department administrator, and submitted on a purchase requisition.
- An original, itemized, signed receipt must be submitted to the office. The receipt must contain the name of the store and the date of purchase. Proof of payment (receipt, credit card statement, etc.) must be provided. Unpaid items cannot be reimbursed. Receipts must not be in the name of anyone other than the employee. Receipts are to be scanned and attached to the requisition electronically using the “Manage Documents” feature. Original receipts are no longer required to be sent to Purchasing. Rather, they are to be retained at the office for 5 years in the event the auditors request to view original receipts.
- Online orders, including Amazon.com, must include a confirmation showing proof of payment/zero balance. If unavailable, the packing slip or credit card statement (with account numbers blacked out for security) must be provided as proof of payment. Do not submit the online order for reimbursement until all items have been received and paid.
- Include District purchases only. Any receipts combined with personal purchases will not be reimbursed and will be returned to the purchaser.
- Receipts are to be submitted within 45 days of purchase date and must be submitted in the same fiscal year (July 1 – June 30 of each year).

If there is ever a question whether an item is eligible for reimbursement, please contact me for clarification prior to making the purchase. We appreciate your assistance in making sure that the above requirements are followed. This will expedite the reimbursement process to assist us in reimbursing employees in a timely manner.

Thank you.

Updated 08/25/2016