



## Expenditure Pre-Authorization Form for Seeking Reimbursement

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Item(s) wanting to purchase: \_\_\_\_\_

Vendor's name: \_\_\_\_\_

Reason for not using a purchase order or district credit card:

\_\_\_\_\_ Vendor doesn't take purchase orders

\_\_\_\_\_ Vendor doesn't take Master Card credit card

\_\_\_\_\_ Need it within 24 hours

Estimated Cost of item(s): \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Administrator/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**\*This pre-approval form needs to be filled out prior to any purchases being made that you are seeking reimbursement for.**  
**\*Once filled out and signatures are obtained, send to business manager in the district office.**  
**\*If the pre-approval form is not filled out and approved prior to the purchase, reimbursements will not be made.**  
**\*Reimbursement requests need to be made within 30 days of purchase or no reimbursements will be made.**



## Expenditure Pre-Authorization Form for Seeking Reimbursement

### Procedures for Purchasing/Seeking Reimbursements

#### **Purchasing with a purchase order:**

- \*Purchases should be made with a purchase order or district credit card whenever possible.
- \*Submit a requisition form to your building secretary who will create a purchase order.
- \*Purchase orders will be processed in the district office and the white and green copies will be sent back to the secretaries for placement of order.
- \*When order is received, secretaries will sign green copy of purchase order and packing slip and send to accounts payable for payment.  
If a partial order is received, secretaries will make a copy of the purchase order and sign for partial shipment received and send the purchase order copy, and packing slip to accounts payable. When the remaining items arrive, the secretary will sign the green purchase order and send to accounts payable.

#### **Seeking reimbursement for a purchase:**

- \*If the vendor you are wanting to use does not take purchase orders or Master Card credit cards and you are seeking reimbursement, you will need pre-approval for the purchase.
- \*Fill out the Expenditure Pre-Authorization Form prior to making any purchases. This form needs to be approved by your building administrator or supervisor.
- \*After purchase is made, fill out Reimbursement Request Form. Sign and attach the sales receipt and have your building administrator/supervisor sign it and send to the business manager.
- \*Reimbursement request need to be made within 30 days of purchase.
- \*No personal items should be included on sales receipt.

**\*\* If the Expenditure Pre-Authorization Form is not filled out and approved prior to purchase, not reimbursement will be made.**

**\*\*If the Reimbursement Request Form is not filled out and submitted within 30 days of purchase, no reimbursement will be made.**