



Reimbursement Request Form

Employee Name: _____

Date of Purchase	Paid To	Item	Amount	Account Code
Total				

Pre-authorization form filled out? Yes No

Receipt signed and attached? Yes No

If these expenditures have not been pre-approved and the Expenditure Pre-Authorization Form has not been filled out, no reimbursement will be made.

I hereby certify that this is a true and correct claim for necessary expenses incurred, and for which I have not been previously reimbursed in any form.

Signature of Employee: _____ Date: _____

Signature of Administrator/Supervisor: _____ Date: _____

Signature of Superintendent: _____ Date: _____



Reimbursement Request Form

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.**