

Reimbursement Procedures

Please follow these procedures whenever purchases are being made with personal funds and a reimbursement will be requested.

1. Estimate the cost of the purchase(s)
 - *If unsure of the amount, over-estimate*
2. Inform your bookkeeper of the intended purchase(s) prior to making the purchase(s)
3. Bookkeeper will enter the requisition and print the purchase order (employee is the vendor)
4. Designated administrator signs the purchase order, authorizing that the purchase(s) may occur
5. Make purchase(s)
6. Return all receipts to bookkeeper and submit reimbursement request
7. Bookkeepers will manually (may be handwritten) alter the purchase order total to match the actual purchase(s) amount
 - *This is only acceptable if the actual amount is less than the amount on the PO. If the actual amount is higher, the PO must be edited in the system, and the edited PO must be signed by the appropriate administrator.*
8. Bookkeepers will print reimbursement check (local funds) or send to District Office (allocated funds)