PERSONAL REIMBURSEMENT JUSTIFICATION

Board Policy 3010

Reimbursement of Non-travel Related and/or Meal-Related Purchased Goods or Services

It is the intent of the district for employees to use the requisition and purchase order system for acquiring goods and services; however, in situations where the vendor/supplier will not accept a district purchase order and an alternate vendor/supplier is not available, when it is extremely impractical or an emergency, employees may request to be reimbursed for the personal purchase of said goods and services. If approved for reimbursement, employees may be reimbursed for the cost of the goods but **may not be reimbursed for any associated tax without approval by the CFO or Director of Accounting.** The intent is to discourage reimbursement of sales tax for non-travel-related reimbursements except when the vendor does not accept a district purchase order. Employees will not be reimbursed for inventoried assets, including but not limited to, non-serialized and serialized furniture, fixtures and equipment and all fixed assets that do not meet the above-noted exceptions. If approved for reimbursement, the payment will not be issued until the goods have been inventoried and tagged by the district's Fixed Asset Department and a purchase order has been issued and approved by the Board of Education. All requests for reimbursement must be supported with the original itemized receipt. Where the vendor/supplier does not provide an itemized receipt, the employee must furnish an original receipt and documentation which includes the date of the purchase and the price and description of the goods or services purchased. **The district assumes no liability for the purchase of goods or services purchased by an employee or for reimbursing the employee**. If the reimbursement request is approved, the employee will not be reimbursed until a purchase order has been issued and approved by the Board of Education and appropriate documentation has been provided. Personal reimbursements against General Funds, Building Funds or Child Nutrition funds must be pre-approved by the Superintendent or Chief Financial Officer. No personal reimbursements will be made from bond funds.

Please justify the reason a district-approved vendor/supplier will not be used on RQ #_____, and why a personal reimbursement is necessary:

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Signature of Originator Date Signature of Director Date