

## GUIDELINES FOR REIMBURSEMENT

### 1. Complete an Accounts Payable Voucher with the following:

- Name of Payee
- Date and invoice number (if applicable)
- Account Number (please discuss with your building treasurer if you are unsure of this)
- Reimbursement amount
- Employee signature
- Approval signature of Principal, Department Chair or Supervisor
- If the voucher is used to reimburse expenses incurred while traveling for business purposes, the name of the conference or event should be listed on the voucher. Also, if the voucher is a meal reimbursement for more than one person, please list all people included on the reimbursement.

### 2. Attach to Accounts Payable Voucher

- **ORIGINAL** receipts (not a copy) - need to show method of payment (i.e. credit card or cash).
- Purchases from restaurants should include an itemized receipt **and** a credit card slip or receipt for cash payment.

### **PLEASE NOTE:**

**Carmel Clay Schools cannot reimburse sales tax except for hotel and restaurant tax. Tips are reimbursable.**

Reimbursement is not permitted for alcoholic drinks. Snack items such as sodas, coffee, chips, candy etc. are not considered meal expenses, therefore, are not reimbursable.

Most vendors will accept a Tax Exempt Certificate, which should be used to avoid paying sales tax. You may request a Tax Exempt Certificate from the Finance Department or from your school Treasurer.

Payment must be made using an invoice. We are not permitted to pay from statements, quotes, order forms, or packing slips.

Payments for goods or services cannot be made until the items are received or the service has been completed. Please complete Receipt of Goods promptly after all items have been received. This also means that conferences must be paid when they occur.

Mileage reimbursements should be submitted within 6 months of travel.

**Any reimbursement from corporation funds must be submitted to ESC for reimbursement. Extra-curricular funds cannot be used to reimburse for a corporation expense.**

Please call Cindy Lampe x1049 if you have questions or email at [Accounts\\_payable@ccs.k12.in.us](mailto:Accounts_payable@ccs.k12.in.us)

## **Purchase Orders**

Purchase orders are always the preferred method for purchasing. Please make sure that the company will not accept a purchase order before exploring other options of payment.

There is a **Note ICON** (pad with pencil) in New World where you can add a note. It is very important when creating a purchase order to add a note stating if you do/do not want the PO emailed/faxed to the vendor.

Note Example: Order placed online.

Send PO to the vendor.

Do not send PO.

Send me a copy of PO.

Purchase orders that are entered as “see cart or quote” must have an attached document with detail of items and pricing.

Purchase order must be fully approved before placing the order with the vendor.

**Receipt of Goods** (must complete when items on purchase order have been received). It is important to keep these current so that Account Payable can process payment promptly when invoices are received. (Go to Financial Management – Receipt of Goods)

Please contact Sally Hoyda with any questions. [shoyda@ccs.k12.in.us](mailto:shoyda@ccs.k12.in.us) X1018

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