

Date: September 12, 2012

To: Principals  
Administration  
Supervisors

From: Brian Schultz  
Director of Finance

Re: Reimbursement/payment requests

Over the past year the business office has been receiving a significant amount of reimbursement/payment requests that have poor or no documentation attached. In the future the business office **will not** pay such requests without proper documentation for the purchases made. The following would be considered proper documentation:

- 1) Original receipt showing detail of what was purchased – a receipt that only shows the total of the purchase will not be sufficient and will not be accepted. Copies of receipts are not acceptable.
- 2) Sales tax is not reimbursable-please do not include on reimbursement form.
- 3) Purchase order showing what is being purchased and the dollar amount.
- 4) Vendor bills/invoices & credit card purchases that show detail of purchases – vendor statements that show only the balance due will not be acceptable.
- 5) Conference registration/workshops should be paid in advance of course with district P-card or vendor payment.
- 6) For refunds please include documentation showing individuals account balance. (Examples include food service account balance refunds, Comm. Ed. refunds, etc.)
- 7) Mileage must be turned in monthly or quarterly. Mileage rate effective 7/1/12-12/31/12 is 0.555 per mile.

Your signature on the vendor payment means that you are approving the purchase/reimbursement and that the proper documentation is attached.

The above information is required and needed for audit purposes. Each year our audit firm randomly samples disbursements made by the district and verifies that the items have proper UFARS coding, is paid promptly (must be paid within 35 days from receipt), and has proper documentation.

Please share this information with your staff. Thanks in advance and please let me know if you have any questions.