



CHECK REQUEST POLICY

The Check Request Form is to be used specifically for reimbursement of an employee's expenses which have met the following criteria:

Purchase Order Vendors – The Purchasing Department has established PO accounts with many vendors such as Office Depot, Staples or Lakeshore. The PO process is not only efficient but ensures that the District is buying goods or services from reputable vendors who comply with State and local tax laws and District policy. Most vendors offer the District various discounts and attractive payment terms. Using the PO process allows the District to take advantage of these discounts and terms therefore buying from a vendor's physical location is discouraged.

Travel Expense – Requests for reimbursement of travel expenses such as registration, meals, parking or conference materials must be reimbursed on a **Travel Expense Claim (TEC)**.

Field Trips, Memberships, Software or Subscriptions – These purchases must be done through the **Purchase Requisition (PR)** process. Requests for reimbursement of these types of items on a **Check Request Form** will be returned to the employee for a **PR**.

Internet Purchases – Internet purchases over \$100.00 are prohibited. If an item is thought to be only available on the internet, then the employee must contact Purchasing for approval prior to ordering. However, Purchasing may determine that they can obtain the item or a like item from an existing vendor and will do so. If Purchasing approves the employee to purchase the item on the internet, the employee must document the name and date of the person they spoke with in Purchasing on the Check Request Form and provide proof of payment.

Independent Contractors – Payment for services which would require an Independent Contractor Agreement must be processed through the PO process in conjunction with Board approval.

STORES Warehouse – Any commodities stocked in the warehouse such as sports balls, batteries and paper should be ordered through the STORES warehouse system.



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Home Delivery – Purchases made on behalf of the District **MAY NOT** be delivered to an employee’s home address.

Check Requests for Reimbursements –

- Original receipts, single or multiple, totaling \$299.99 or less; can be submitted on a single Check Request Form.
- Original receipts, single or multiple, totaling \$300.00 or more; requires a Check Request Form **and** a Purchase Order.

Budget – Budgeted money must be available on an appropriate account line at the time of purchase.

Detailed Original Receipts – All reimbursement requests must be supported by original detailed receipts. Photocopies, gift receipts, or credit card signature slips will not be accepted.

Refreshment & Food Receipts – Refreshments may be provided for persons attending District sponsored events, if the event serves a legitimate public purpose. Expenditures for refreshments shall be prudent and reasonable. Alcoholic beverages are prohibited. Gratuities are permitted provided they do not exceed 20% of the food cost. Reimbursement requests shall clearly document the activity/event and list the attendees for whom the food was provided to determine the public benefit.

Timely Submittal – Check Request Forms are due within 10 working days after the end of the month in which the expenditures were incurred.

Non-Conformance Policy –Employees will be informed by email the first time they do not conform to the policies documented above. Employees who repeatedly disregard the District’s purchasing policies will have their reimbursement requests held and/or be required to pick up reimbursement checks from Fiscal Services in person. Further escalation for continued non-conformance may also include obtaining additional approvals up to and including the Deputy Superintendent. The District is not obligated to reimburse unauthorized purchased but may be willing to accept said purchases as a donation.