

RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

ACCOUNTS PAYABLE
PROCEDURES FOR REIMBURSEMENT AND DELIVERY

Rye City School District does volume business with many vendors. In addition, as a school district, the District is afforded special pricing not available to the general public. In order to benefit from this buying power and discounted pricing, the District must order goods and services through the purchase order process and this process requires prior approval for any goods and services ordered.

All purchases are to be made by issuing a Purchase Order **before** the goods or services are ordered.

Reimbursement:

Employees may be personally reimbursed for:

- Expenses related to their own, approved, personal travel on behalf of the District;
- Goods and services which cannot be ordered through the normal purchase order process.
 - Any non-travel reimbursement request must include a detailed explanation of the reason that the purchase could not be made through the normal purchase order process.

Delivery Locations:

Regardless of how they are ordered, all products must be shipped to a school location or to Central Administration. Goods may not be shipped to an employee's home except when it is not possible to ship to a District location.

In those rare instances where delivery cannot be made to a school location, the reason for delivery to another location (such as the employee's home) must be documented on the purchase order and approved by the building principal.