

# TEACHER PURCHASING/REIMBURSEMENT GUIDELINES

**ALL** purchases and reimbursements should have a requisition dated **prior** to purchasing.

**Purchase Orders** – Vendors are instructed not to accept phone orders. Vendors are told that the PO must be mailed or faxed. The signed PO is actually your approval to purchase and you should not be purchasing without approval.

**New Vendors** – **Prior** to purchasing, a vendor needs to be in our current Tenex system. Please contact your building secretary to check if the vendor is currently in the system. A new vendor must be set up by the business office. The business office would need to obtain paperwork from that vendor in order to be set up. It often takes at least one week to set up the new vendor. Please note\* we are often unable to set up vendors that are “.com” on-line vendors. These vendors typically do not accept purchase orders and we do not have a district credit card that is accepted.

**eSchoolmall** should be utilized as much as possible. All office supplies should be purchased via LCTI warehouse (distribution center) or Office Depot as part of eSchoolmall. **If you do not receive your ordered items from eSchoolmall within 2 weeks, please contact your building secretary.**

**Equipment** – Purchases over **\$500** for a single item can only be coded to equipment.

**Mileage** – Teachers that travel building to building may submit mileage. Reimbursement rates are as follows: .5 miles Sheckler to CMS, 2 miles CMS to CHS, 2.5 miles Sheckler to CHS. Mileage forms must be signed by the building principal. The form should be submitted two weeks prior to board meeting in order to be processed, signed, and paid at that month’s board meeting. If submitted after this date, it will not be paid until the following month’s board meeting. \*Note – conference mileage must be reimbursed via a Conference Form – not a mileage form.

**Conferences – Online Conference Forms must be completed prior to registration for all conferences.**

- All overnight conferences must have board approval. The conference form is an online fillable form. Form should be submitted two weeks prior to board meeting for approval.
- If registration is to be paid by the district, a purchase order should be submitted for registration prior to actually registering for the conference. All registration fees of \$75.00 or less should be paid directly by the teacher and submitted for reimbursement.
- Final Reimbursement of Conference Expense forms should be submitted to Beverly Druckenmiller in the Administration Office for reimbursement at least one week prior to the board meeting. If submitted after this date, it will not be paid until the following month's board meeting.

**Course Reimbursement** – Request for Course Consideration form is found on the district website under Staff Resources – approval from the Superintendent is needed prior to taking the course. Paperwork, including transcripts and itemized receipt, must be submitted to the Administration Office two weeks prior to a board meeting. If submitted after this date, it will not be paid until the following month's board meeting.

**Vision** – Receipts should be submitted to the Administration Office one week prior to a board meeting. If submitted after this date, it will not be paid until the following month's board meeting.