

# COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

## GUIDELINES FOR EMPLOYEE REIMBURSEMENTS

The Business Office understands there are occasions when items are needed immediately and employees must purchase items and be reimbursed.

The district policy for employee reimbursements is as follows:

- All purchases are governed by the Federal Government, State of Texas, and the Board of Trustees rules and regulations.
- Reimbursements are for ***immediate needs*** only.
  - An Immediate need is a situation where business would come to a standstill if the item is not purchased immediately.
- As an alternative to reimbursement purchases, the district has the following vendor credit cards available for check out in the Business Office.

Best Buy	HEB	Hobby Lobby	Home Depot	Kroger
Office Max	Sears	Tractor Supply	Wal-Mart	

- **Important:** Reimbursements will not be made for purchases from the above vendors or vendors who accept a purchase order.
  - If requested a purchase order can be created in minutes. Otherwise, purchase orders are created every morning and afternoon.
- Reimbursements will be made only for purchases from a **district approved vendor**. The campus or department secretary can assist with locating approved vendors as well as the Purchasing department, or the Business Office staff.
- Petty cash is used for purchases up to \$50.
- Gift Cards are not an allowable purchase and will not be reimbursed.
- At certain times of the year there are some purchasing limitations due to system maintenance, but we try to accommodate special needs as they arise, and if not possible other methods of purchasing will be recommended.
- All purchases from **non-approved vendors** require **written pre-approval** from the Purchasing department or Business Office.

### Reimbursement Request Form Instructions:

1. Complete the form in its entirety
2. Include a detailed justification for purchase and include dates.
3. Obtain required signatures
4. Receipts: Tape, original itemized receipts, to a separate sheet of paper.
  - a. **Do not tape or highlight** over words because it causes the wording to disappear.
5. Attach receipt page to the form.
6. Send the form to the Business Office for processing.

# Employee Reimbursement Request

Employee Name \_\_\_\_\_ Employee's Vendor # \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

Amount \$ \_\_\_\_\_ (Do Not Include Sales Tax) Employee's Phone \_\_\_\_\_

Immediate Need Justification (be specific, include dates): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Note: **GIFT CARDS ARE NOT AN ALLOWABLE PURCHASE.**

\_\_\_\_\_  
Approval Signature - Principal/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature - Business Office

\_\_\_\_\_  
Date

Attach Receipts Listed Below: Please Note: **GIFT CARDS ARE NOT AN ALLOWABLE PURCHASE.**

<u>Purchased From</u>	<u>Date</u>	<u>Amount</u>	<u>Budget Code</u>	<u>Account</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Amount \$ \_\_\_\_\_

**\*\*\* \$50 or less use Petty Cash \*\*\*** Tape receipts to a separate sheet of paper.  
**Please Do not tape or highlight** over words because it causes the wording to disappear.