



## **OUT-OF-POCKET REIMBURSEMENT REQUEST**

**Updated: August 2024**

- 1. A reimbursement request is to reimburse a District employee for routine supply items purchased by the employee for school or District use.**
- 2. Amazon purchases must be made using a District account.**
- 3. The Reimbursement Claim Form is for routine supplies and may not be used for equipment asset purchase, or any other purchase that should be processed through the Business Office.**
- 4. Items that require an inventory asset tag will not be reimbursed. Contact your site administrator for processing.**
- 5. Any requests for reimbursement for a purchase of gifts or gift cards will not be approved.**
- 6. Payment made by personal gift cards, reward points, credits, or coupons are not eligible for reimbursement.**
- 7. The employees requesting reimbursement should use their own credit/store card for payment.**
- 8. Original receipts are required and receipts must be dated within the current fiscal year.**
- 9. Packing slips are to show receipt of merchandise. If items have been charged and no receipt is available, send packing slips along with a charge slip or statement. Copies of order forms will not suffice as proof of purchase.**
- 10. All reimbursements should be submitted for payment within 60 days after the purchase is made.**

