

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT

Business Services Division

EMPLOYEE REIMBURSEMENT

REIMBURSEMENT FOR DIRECT PURCHASE OF SUPPLIES AND MATERIALS

Occasionally, small purchases of supplies and materials, under \$300 are necessary for instructional or administrative purposes. The proper procedures to follow for purchase and reimbursement of such materials and supplies are as follows:

- 1) Advance approval must be secured from the Administrator. The employee shall complete an Employee Reimbursement Claim Form providing all routine information such as program, object, site codes, administrative approval (including approval from the Projects Manager for categorical programs), vendor, description and quantity of items purchased, cost, etc. Any employee reimbursements exceeding \$300 must have advance approval from Fiscal Services Administration prior to the purchase being made.
- 2) The Accounting Department will verify accounting codes and account balances. If everything is in order, the reimbursement will be processed. Approval will not be granted if there are insufficient funds in the account(s) to be charged, if the requested items could be classified as equipment according to the California School Accounting Manual, if the reimbursement exceeds \$300 without prior approval from Fiscal Services Administration, or the expenses are deemed inappropriate (See number 6 below).
- 3) Evidence is required that the items have been purchased, received, and paid for in the amount shown. Therefore, an official dated receipt shall be obtained from the vendor to identify the specific items purchased and their respective prices. Order acknowledgements do not constitute sufficient evidence that a purchase was made.
- 4) Reimbursement shall be requested within ten (10) working days from the date of purchase. The request shall be signed by the appropriate administrator and receipt(s) must be attached.
- 5) Once the receipt is obtained, the Accounting Office will process a reimbursement check to the individual. Reimbursement usually takes five to ten working days.
- 6) Employee reimbursements which are considered inappropriate are the personalization of materials (example: Daytimers) candy for rewards, flowers, supply reimbursements over \$300, purchases sent to home addresses, computer software purchases not reviewed and approved by the Director of Information Technology, gift cards, and gifts to individuals. These items will not be reimbursed.

These policies have been read and understood: _____

SIGNATURE

PRINT NAME