

ACCOUNTS PAYABLE PROCEDURES

SWSD Bookmarks – [Quicklinks for Staff](#)

Accounts Payable Forms

- Mileage Reimbursement Rate
- Per Diem Meal Rates
- Various Expense Reimbursement Forms corresponding to several revenue sources
 - General Fund and South Whidbey Schools Foundation Grants (SWSF) – Use the generic [Claim for Expense Form](#) or the [Overnight Travel Expense Form](#)
 - Incentive – Use the [Instructional Incentive Form](#)
 - ASB – Use either the [ASB Expense Form](#) or the [ASB Overnight Expense Form](#)

Note: All expense reimbursements must be pre-approved by your school principal. They also must be accompanied by original receipts – **not copies**. Don't spend \$\$\$ and beg forgiveness later.

Timeframe: Expense Reimbursements must be submitted within 60 days of purchase or they will not be processed. We cannot manage cash flow if we receive them all in January and June.

Incentive: Instructional Incentive is part of the negotiated agreement for certificated staff. Its accrual is based on \$400 max per 1.0 FTE. It rolls over at the end of the fiscal year, but no more than \$1,200 can be accrued in total. It is tracked by your school's head secretary and the Accounts Payable Specialist. It can be used to enhance the learning environment of your classroom and the instructional experience. Any tangible, non-expendable is the property of SWSD. It cannot be used to purchase software without the approval of the SWSD Director of Technology. Additionally, it cannot be used to purchase items that are deemed a health risk for the student population by the Health Department.

SWSF Grant: Grant money can be utilized with a purchase requisition or an expense reimbursement. Please discuss which will be more appropriate with your school's head secretary. If you have received grant money for a field trip, review the documents on the [Quicklinks](#) page under the heading **Field Trips**. Follow the procedures outlined there. If you have questions, please discuss them with your school's head secretary. These are set up for the safety of students, staff and for timely payment solutions.