

Administrative Procedure

Personal Reimbursement Requests for \$200 or More and Vendor Payments for Purchases Made Without a Business Plus Purchase Order

Purchases made without proper **prior** authorization are not permitted; payment or reimbursement could be denied. Most purchases should be made via a BiTech Purchase Order submitted to the Purchasing Department. On rare occasions it may be necessary to make a purchase without a Purchase Order.

The "Prior Authorization for Purchase" form needs to be used when 1) an employee needs to make purchase greater than \$200 without a Purchase Order or 2) a vendor providing goods or services does not accept a Purchase Order.

In both scenarios, the Prior Authorization for Purchase form **must** be completed, which includes **obtaining Fiscal Services approval PRIOR TO the purchase being made or service being provided.**

Personal Employee Reimbursement Request for \$200 or more:

Prior to a purchase of \$200 or more:

- Complete the Prior Authorization for Purchase form.
 - Including Requestor signature and Principal/Site Administrator signature.
- Submit the executed form to Fiscal Services for final authorization.
 - Submit via District Mail or email attention Penny Larsen
- Once approved by Fiscal Services, the fully executed form will be returned to Requestor, authorizing the purchase.
- Purchase the item(s)/service(s) and retain the receipt.
- Submit the fully executed form to Accounts Payable with the original itemized receipts (plus one copy).
 - The original receipts must be included on a separate sheet (preferably taped to the page).
 - You may want to keep a copy for your personal records.
- All documentation should be submitted within 60 days of the date printed on the receipt or payment will not be processed.

Vendor Payments for Purchases without a Purchase Order:

In instances where a vendor will not accept a Purchase Order the Prior Authorization for Purchase form must be completed with approvals. In place of a Purchase Order the Purchase Prior Authorization form will be attached to the payment request/invoice as proof that the vendor received prior authorization.

- Complete the Prior Authorization for Purchase form.
 - Including requestor signature and Principal/Site Administrator signature.
- Submit the executed form to Fiscal Services for final authorization.
 - Submit via District Mail or email attention Penny Larsen
- Once approved by Fiscal Services, the fully executed form will be returned to Requestor authorizing the purchase.
- Notify the vendor they have consent for purchases(s)/service(s) and retain the receipt.

- Submit the fully executed form to Accounts Payable with the original itemized receipts (plus one copy).
 - The original receipts must be included on a separate sheet (preferably taped to the page).
 - You may want to keep a copy for your personal records.
- All documentation should be submitted within 60 days of the date printed on the receipt or payment will not be processed.

Technology: The purchase of any technology device is prohibited. All technology devices must be purchased by the IT Department to meet the approved specifications.

Online Purchases: In order to receive reimbursement for orders placed online (Amazon.com, etc.), items cannot be shipped to a home address. The shipping address **MUST** be a DISTRICT address.

[Prior Authorization Form Reimbursements \(\\$200 and more\)](#)