

Administrative Procedure

Personal Reimbursement Requests for \$200 or Less

Personal reimbursements for items purchased without a purchase order are limited to \$200 per day/transaction for goods or services that are necessary for instructional or administrative purposes. Approval for this purchase must be obtained from the site administrator **PRIOR** to the purchase, a Business Plus purchase order is not required. The reimbursement for the purchase will be processed when the proper forms and receipts have been submitted to the District's Accounting Department. This includes a Reimbursement Request Form signed by the purchaser and the site administrator and the original dated receipt from the vendor that identifies specific items and their respective prices. The request form and supporting documentation must be submitted to Accounts Payable within 60 days of the date printed on the receipt in order to be reimbursed.

PERSONAL REIMBURSEMENT PROCEDURE:

1. Obtain prior approval from your site or department administrator.
2. Retain the detailed receipt.
3. Submit all personal reimbursement requests on a Reimbursement Request Form (a Business Plus PO is not required).
4. Submit the original receipt plus one copy. The original itemized receipts must be included on a separate sheet (preferably taped to the page). You may want to keep a copy for your personal records.
5. Submit all documentation to Accounts Payable within 60 days of the date printed on the receipt or payment will not be processed.

PTA Personal Reimbursement

The IUSD personal reimbursement procedure is not part of PTA's personal reimbursement requirements. PTA establishes their personal reimbursement policies separate from IUSD. However if PTA gifts monies to IUSD, the District's personal reimbursement procedure is used.

Technology

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

Donations

Charitable donations and donations to online fundraisers are not reimbursable.

[Reimbursement Form \(less than \\$200\)](#)