

## Administrative Procedure

### Personal Reimbursement Requests for \$200 or More and Vendor Payments for Purchases Made Without a BiTech 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 Laurie Serich-Lundquist or Susana Lopez.
- 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 Laurie Serich-Lundquist or Susana Lopez
- 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 approved specifications.

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