

Instructions for Request for Reimbursement

- ⇒ The Request for Reimbursement process should only be utilized in the case of an **emergency** purchase or in an **unavoidable situation**. (Examples: Approved notary, bus driver physicals and background checks) In all other cases, the purchase order process must be followed as indicated in Board Policy.
- ⇒ All purchases and expenditures must have an appropriate form of **prior approval**. Any request for reimbursement must be approved by the originating Administrator or Supervisor and by the appropriate Assistant Superintendent or Director.
- ⇒ The Request for Reimbursement form must describe the purchase **and the reason and justification for failure to follow the purchase order process**.
- ⇒ **There is a \$300 limit for a Request for Reimbursement.**
- ⇒ **No salaries and benefits (ex. Substitutes, special payrolls, etc.) will be reimbursed. Schools should not pay substitutes and then request reimbursement.** The Board's normal procedure for the submission of Administrative Leave provides a process whereby subs/fringes can be paid from the various funds directly.
- ⇒ School bookkeepers **must have the appropriate GL code** before submitting the Administrative Leave Request form to the Superintendent. Note: The appropriate Curriculum and Instruction supervisor should provide the proper GL code for expenses that are to be paid by BCBOE.
- ⇒ **Employees must follow the established travel procedures and guidelines for travel reimbursements.** Travel reimbursements must be submitted on the required Local, In-State or Out-of-State Travel Expense Statement.