

# Staff Procedures for Purchase Orders or Reimbursement Requests

## PURCHASE ORDERS

Orders may be placed at your building. A requisition form must be filled out. This is available on the SCS website. It must be filled out completely, including address, item, quantity and price. It must also be signed by a supervisor. The requisition form should be turned in to the principal/supervisor. The principal will notify the superintendent and/or the Business Manager's office of the purchase order. The original signed requisition and any additional information should be attached to the requisition and sent to Business Manager. No items or service should ever be ordered without being assigned to a purchase order and submitted into the purchase order system.

There may be occasions, such as registration to attend a pre-approved seminar, when a fee will need to be paid prior to the Board of Education meeting. Please contact the Business Manager for details. Administrators are responsible for establishing procedures in their buildings and department to ensure that these procedures are followed.

## TRAVEL

All out-of-district travel must be pre-approved by a supervisor and the Superintendent (or his/her designee). A travel and expense form is available on the SCS website or from the Business Manager office. All receipts being submitted for reimbursement (especially transportation, lodging and meals) must be kept and submitted with the completed travel and expense form to the Accounts Payable Department. Please see **Appendix A** for reimbursement guidelines. Receipts must be itemized, or the district may not be able to reimburse expenses. It is the employee's responsibility to collect itemized receipts.

## MILEAGE

Expenses for required travel throughout the district on school business by an approved employee may be reimbursed if the employees own vehicle is used. Mileage reimbursement is based on the state approved rate and will be within the guidelines of the Local Government Miscellaneous Expenditure Act. Mileage requests shall be submitted using the online form: Travel request on the SCS website. Itemized, details of each trip must be included on the form, one entry labeled total miles for a day are not acceptable. Forms must be filled out completely and signed by the employee and supervisor. Forms shall be turned in at the end of each month. They will be processed by the Accounts Payable Department (see reimbursement checks). Please see Appendix A for reimbursement guidelines.

## REIMBURSEMENT GUIDELINES

Guidelines are in place to outline reimbursement of expenses to employees while doing the business of the Santee Community Schools. Please review the Santee Community Schools Reimbursement Guidelines in Appendix A of this document.

## REIMBURSEMENT CHECKS

Reimbursement checks are issued once a month and are processed by the Accounts Payable Department. Vouchers must be submitted by the 25th of the month to receive payment the following month, following the Board of Education regular meeting. Please see Appendix A for reimbursement guidelines.

## Santee Community Schools

### District Reimbursement Guidelines

**Receipts:** If an expense item is to be reimbursed by Santee Community Schools, there must be a receipt attached validating the expense. The receipt must include the following:

1. Name of business where purchase was made or service was performed. (Some business receipts do not include the business name. Please write the name on the receipt.)
2. Date of service
3. Detail of items/service purchased
4. If expense is for a meal or food, please include the name of the meeting and the names of the individuals who attended or ate the meals claimed for reimbursement.
5. If needed, receipts may be attached to a plain piece of paper to include all pertinent information.

The following types of receipts are **NOT** acceptable:

1. Summary credit card slip showing only the total charge, must have itemized receipt
2. Cancelled check
3. Credit card statement with the expense circled

**Bottom Line:** If you do not have an acceptable receipt for expense reimbursement the district may not be able to reimburse for that expense item.

**Mileage:** Mileage will be reimbursed at the standard IRS mileage allowance. The IRS updates the rate annually. Please remember to check on the availability of the Santee Community Schools vehicles for trips in which several staff members will be attending. When available, the district vehicles may be used for travel. Mileage will only be reimbursed from your place of work to the activity location identified and back. Mileage will not be paid from your home or residence. If a group of employees is traveling to the same conference it is expected that employees would carpool together using school vehicles, unless extenuating circumstances exist. If an employee chooses to drive their own vehicle to a conference where multiple staff are attending, they will not be reimbursed mileage.

**Rental Cars:** Rental cars are not reimbursed to the employee unless the following conditions exist:

1. Prior approval from the Business Manager AND one or more of the following conditions exist:
2. The cost of the cab fare or shuttle, to or from the airport, is more than the daily rate plus incidentals, such as fuel and parking, to rent the car.
3. The hotel where the employee is staying is not within walking distance to the conference and the hotel does not offer shuttle service to the conference.
4. The rental is less expensive than a flight for several persons attending an event and is within a reasonable driving distance.

**Purchasing Items:** We are a tax-exempt organization. As a result, we are not required to pay sales tax on purchases. Because of this, purchasing items on a personal basis and asking for reimbursement is discouraged. *An employee who elects to purchase an item on their own may seek reimbursement for the item, however, will not receive reimbursement for any sales tax paid.* The District does recognize that at times cost savings may be realized by purchasing items on a personal basis. If this becomes necessary advanced permission from your supervisor is required prior to purchasing items that you wish to be considered for reimbursement. When asking for reimbursement on such purchases please use the receipts portion of this document to guide the reimbursement submittal. **NO PERSONAL ITEMS ARE TO BE PURCHASED USING OUR TAX EXEMPTION. PLEASE RING UP PERSONAL ITEMS SEPARATELY!**

**Expenses that will not be reimbursed:**

1. **Alcoholic Beverages** will NOT be reimbursed.
2. **Entertainment** such as movies, etc.
3. **Laundry fees**
4. **Personal maintenance items**
5. **Tips for services** such as housekeeping, bellman, etc. Tips for cab fare, shuttles, and meals will be reimbursed but are limited to 20% of the charges.
6. **Cab fares, shuttle costs, etc.** for employee's personal travel such as sightseeing, shopping, etc. Restaurants for dining out should be selected close to the hotel to keep transportation costs to a minimum.

**Meals:** When traveling away from Santee and it is necessary to have a meal while on duty it is expected that care is used in the selection of an appropriate price level restaurant. Exact per diem amounts are set using the GSA per diem rate. Care and good judgment should be used in keeping costs appropriate. It is also expected that detailed documentation and receipts are kept to ensure reimbursement. Meal reimbursement is for SCS staff members only unless the event is hosted by the Santee Community Schools and you are doing the business of the Santee Community Schools.

**Charging on District Accounts:** At no time shall any employee charge items to a revolving account registered to the Santee Community Schools unless advanced permission has been granted by a supervisor or school administrator and the Superintendent. Charging any items for personal business on school district revolving accounts is strictly prohibited.