



# Mount Vernon School District

## Expenditure Reimbursement Form

*All purchases require pre-approval by supervisors.*

Please submit the following items to comply with auditing guidelines:

- Original, itemized/detailed receipts
- Conference/Workshop Agenda (If applicable)
- Signature of both claimant *and* administrator
- Submitted in Blue or Black Ink (not pencil)

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Building: \_\_\_\_\_

### List purchases below (Attach Itemized Receipts)

<u>Date</u>	<u>Vendor</u>	<u>Purpose of Purchase</u>	<u>Total</u>
<b>Grand Total:</b>			

Budget Code: \_\_\_\_\_ Total: \_\_\_\_\_

Budget Code: \_\_\_\_\_ Total: \_\_\_\_\_

**Receipts must:**

Be original, itemized/detailed receipts that match the total of the claim. (no copies) & include the date & vendor

Provide Proof of payment if receipt does not show a zero balance owed. (Copy of bank/card statement)

Provide Proof of items already being shipped or received (if online purchase).

**The district cannot reimburse for gift cards**

**All Technology purchases must be pre-approved by the Tech Department**

I hereby certify that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Signed (Claimant) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Supervisor) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Manager of Chargeable Budget) \_\_\_\_\_ Date \_\_\_\_\_

## TIPS FOR FASTER REIMBURSEMENT

1. If **ordering on-line**, you will need to attach copy of order that shows detail of what was purchased, cost per item, and how you paid. You will also need to attach a packing list or take the items to a co-worker and have them send me an email verifying they have seen the items or co-worker can also write "I verify receipt" and then sign their name right on the order form. The auditors need to see some proof of the items being received. Attach forms to an employee reimbursement form and complete.
2. For workshops/trainings you've paid for and want reimbursed, you need something that shows the name of the training/workshop/coursework and the cost (registration form), proof that you paid, and proof that you completed which needs to show the name. Proof of completion can be: clock hour form, certificate of attendance/completion, or an email from instructor (people) of the workshop that verifies your attendance. Attach forms to an employee reimbursement form and complete.
3. Make sure you have original, detailed receipt and it must show payment (either cash or charge). Do not send just credit card charge slip as this has no detail other than cost and the auditors not only need to see how it was paid, but also what was purchased
4. Please do not highlight items to be reimbursed; please circle or notch. Highlighting can make the item/cost unreadable and therefore, cannot be reimbursed; the auditors need to be able to read.
5. Be sure your name is printed clearly.
6. **ALL reimbursements need to have an authorizing signature of either your principal or District Office person and account code before forwarding to accounting department.**