

Policy Number: F 008	Title: Reimbursement
Performance Standard:	Original Date: 12/2008
	Policy Council Approval/Revision: 12/2008 1/2018 BOE Approval: 1/2018

POLICY:

Each early childhood employee is responsible to make purchasing requests through Reimbursement will only occur for pre-approved requests. Any purchases made without pre-approval will be referred to Head Start Director for a decision. Taxes cannot be reimbursed. When reimbursement is necessary, district policies will be followed and receipts will be required.