

Policy Number: F 008	Title: Reimbursement
Performance Standard:	Original Date: 12/2008
	Policy Council Approval/Revision: 12/2008 1/2018 3/2024 BOE Approval: 1/2018 3/2024

POLICY:

When purchasing items for the classroom every effort should be made to get items pre-approved by the director. In the event that a purchasing card does not work or items are purchased with the employees own money without getting pre-approval purchases can be submitted to the Director for possible reimbursement.

Items that could be approved for reimbursement are classroom supplies, classroom items, curriculum supplies, and food experience items. If budget money has already been spent then purchases will not be reimbursed.

Taxes cannot be reimbursed. When reimbursement is necessary, district policies will be followed and receipts will be required.