



Employee Reimbursements

MVSD has contracted with Amazon and Office Depot. Please go through your building secretary to purchase items from these vendors.

Employee Reimbursements are processed through the accounts payable check run.

Employees are encouraged to use purchase orders instead of their own money.

Employee purchases for reimbursement must be pre-approved by your principal or budget manager before you go shopping.

Employees must complete an Expenditure Reimbursement Form. The original receipt or invoice must be attached. Proof of payment is also required. Most receipts will generally show how paid; i.e.: cash, credit card; this is sufficient. However, if a balance shows, employee must also include a copy of the canceled check (both sides), a copy of the credit card statement showing the charge, or a copy of the check and bank statement showing clearance of check. No reimbursements will be made without original receipt or invoice, and proof of payment.

On-line ordering: Please print the order including totals. This may be used as an invoice. You will also need to include the packing slip. If it isn't clear how the order was paid, you may need to include your credit card statement.

Employee needs to print, then sign their name. Forward to principal or budget manager for their signature and account code.

Once the principal or budget manager has signed and provided an account code, forward to accounts payable.

Do not ship orders to your home.

If received in the accounting department by the first cut off date, a check will most likely be ready on the 15th. If received by the second cut off date, a check will most likely be ready on the last day of the month. Even if your request is received after the cut-off date, every effort will be made to include in the closest check run.

All expense reimbursements will be mailed, unless other arrangements are made.

If you have questions, please contact the business office.

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Mik Ext. 11204