

2008-09

BA #26

Date Issued 8/08

TO: ALL PRINCIPALS, SCHOOL OFFICE PERSONNEL, and DIRECTORS

**FROM: Mark Shepard, Associate Superintendent for Business Affairs
Dwayne Odvody, Director of Purchasing
Jill Pauley, Director of Accounting**

SUBJECT: REIMBURSEMENTS TO STAFF AND STUDENTS

Except for money distributed through the payroll system, payments to District staff and students are **prohibited** except as follows:

1. Reimbursement for job-related expenses and for allowable purchases in accordance with District policies and procedures. These include items that are not available in District stock at the Distribution Center, are not provided via an existing District contract, and are not included on the list of non-allowable purchases.
2. Refunds of money paid to the District, such as for bus passes or money paid to a club or activity.
3. Reimbursements require that the employee has already made payment before the reimbursement can occur. **LPS will not reimburse for purchases made using a gift certificate/gift card/shopping card.** Gift certificates/gift cards/shopping cards are not negotiable and LPS has no way to determine the origin of a gift certificate/gift card/shopping card spent. Since reimbursement with public funds requires the individual seeking the reimbursement to have made an expenditure, payment for items with a gift certificate/gift card/shopping card will not be a reimbursable form of payment.

Claim vouchers are the means of reimbursing staff, parents, and students for allowable purchases and expenses. Reimbursement via claim voucher is limited as follows:

1. No more than \$200 per transaction unless specifically approved by the Purchasing or Accounting Office. **Splitting a single transaction to appear as more than one transaction as a way of circumventing the \$200 amount is prohibited.**
2. Payable only as reimbursement to individuals. (Claim vouchers may not be made payable to a supplier or organization without the specific approval of the Accounting Office.)
3. Must be signed and authorized by the building/department administrator.
4. Must include the original itemized receipt validating the requested amount.
5. Must include the payee's employee identification number.
6. Reimbursements for less than \$45.00 should be made with petty cash.