

## Waverly Community Schools Administrative Guidelines

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### **6320A1 - EMPLOYEE REIMBURSEMENT FOR SUPPLIES AND MATERIALS**

The Board of Education recognizes that employees may from time to time purchase school related supplies and materials with personal funds, with prior approval, and then submit the receipt(s) to the Business Office for reimbursement.

Such purchases, however, shall not be used in order to circumvent the general purchasing procedures established by State law and board policy. As such employees are required to abide by the following guidelines when submitting requests for reimbursement:

- A. All reimbursement requests shall have approval from the staff member's supervisor along with account to be charged. All reimbursements are made through the payroll process.
- B. Reimbursement requests shall not be made for personal purchases or expenditures not allowed under State law and Board policy.
- C. The District is a nonprofit political subdivision of the State of Michigan. As such, all purchases are non-taxable. Tax exempt forms are available in the business office. A merchant may require this form before completing transaction.
- D. When making a purchase for a school related item inform the merchant that the purchase is for "official School District business" and is not subject to State or local sales tax. If the merchant refuses to waive the sales tax, the employee shall be responsible for the tax, if s/her chooses to continue with the purchase.
- E. When submitting requests for reimbursement to the Business Office, the following information is required: original receipt with supporting documentation, requisition with supervisor's signed approval and account number. Reimbursement will not be made without submission of appropriated documentation. Reimbursement shall not include any taxes paid.

Approved 4/28/08