



Employee Reimbursement & Credit Card Purchasing Guidelines

- Receipts must show proof of payment AND items purchased.
 - If the receipt is missing, fill out a Missing Receipt Documentation Form found on the District Website.
- Meal purchases must include the itemized receipt.
 - If the meal is for multiple people, then a list of attendees must be included (see Meal Expense Receipts document on the District Website for further clarification).
- Do not purchase gift cards or gift certificates. They will not be reimbursed.
- Do not make purchases using store rewards programs (i.e. Fred Meyer, Costco, etc.)
- Do not use personal credit cards with rewards programs (i.e. airlines, cash back, etc.)
- Do not use a personal Amazon account. Each school has access to our district Amazon Business Prime account.
- Avoid purchasing from a vendor the district has an account with. (i.e. Office Depot, Lakeside Learning, Amazon, JW Pepper, etc.) We have established accounts with many vendors to assist you with your classroom/office needs.
- Online orders should not be shipped to a home. All orders must be delivered directly to a school or district building.
- Avoid saving reimbursements up for the end of the year. Submit them in a timely manner.
- All mileage reimbursements should be submitted within the calendar year. The IRS changes the reimbursement rate annually on January 1st. You must use the rate that was in effect at the time of your travel by using the reimbursement form that has the correct rate.