



OUT-OF-POCKET REIMBURSEMENT REQUEST

1. A reimbursement request is to reimburse a District employee for routine supply items purchased by the employee for school or District use.
2. The Reimbursement Claim Form is for routine supplies and may not be used for equipment asset purchase, or any other purchase that should be processed through Business Office.
3. Any item that needs an inventory tag will not be reimbursed until a tag number is assigned.
4. Any requests for reimbursement for a purchase of gifts or gift cards will not be approved.
5. Payment made by personal gift cards, reward points, or coupons are not eligible for reimbursement.
6. The employees requesting reimbursement should use their own credit/store card for payment.
7. Original receipts are required and receipts must be dated and within the current school year. School year starts July 1 and ends June 30.
8. If purchase is made together with your personal items or for PTA, etc. please ask for a separate receipt for items purchased for SUSD only.
9. Packing slips are to show receipt of merchandise. If items have been charged and no receipt is available, send packing slips along with charge slip or statement. Copies of order forms will not suffice as proof of purchase.
10. All reimbursements should be submitted for payment within 30 days after the purchase is made. Any purchase made in the last week of school, for example, must be submitted for reimbursement on/before the last day of school.

August 12, 2016
Business Office