

1 **Charlo Public School District**

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3 **FINANCIAL MANAGEMENT**

7335

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5 Personal Reimbursements

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7 While it is recommended that all purchases of goods or services be made within established  
8 purchasing procedures, there may be an occasional need for an employee to make a purchase for  
9 the benefit of the District from personal funds. In that event, an employee will be reimbursed for  
10 a personal purchase under the following criteria:

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12 1. It is clearly demonstrated that the purchase is of benefit to the District;  
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14 2. The purchase was made with the prior approval of an authorized administrator;  
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16 3. The item purchased was not available from District resources; and  
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18 4. The claim for personal reimbursement is properly accounted for and documented with an  
19 invoice or receipt.  
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21 The District business office is responsible for developing procedures and forms to be used in  
22 processing claims for personal reimbursements.  
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26 Policy History:

27 Adopted on:

28 Revised on: