

### USE OF CLAIM FORMS

Claim forms are for the use of employees for reimbursement of their personal use of money for miscellaneous work related expenditures, when it is not feasible or economical to use a purchase order.

The procedures for completing a Claim Form are as follows:

1. Prior approval is required from the Principal, Superintendent, and/or Business Manager.
2. All appropriate receipts must be attached. If a gift certificate is purchased, a copy of the certificate with the recipient's name identified on it will be required with the receipt.
3. Proper types of receipts include:
  - a. Store register tapes showing the store name, description of item, date and only district related, not personal purchases, should appear on these;
  - b. Invoices with company letterhead listing the employee as the purchaser and stamped paid in full;
  - c. Employee credit card statement and shipping document (if purchased by phone);
  - d. Copy of front and back of cancelled check along with the order or registration form. When meals are involved, an itemized receipt is required. (Alcoholic beverages should not be included on receipts submitted for reimbursement).