

### USE OF CLAIM FORMS

Claim forms are for the use of employees for reimbursement of their personal use of money for unexpected work-related expenditures, when it is not feasible or economical to follow the standard purchase request procedures. (use a purchase order).

The procedures for completing an electronic Claim Form are as follows:

1. Whenever possible, prior approval from the Principal and/or Superintendent and/or Business Manager must be received.
2. All appropriate receipts must be itemized and 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.
4. Final approval is required from the Principal and/or Superintendent and/or Business Manager.