

1 **Bainville K-12 Schools**

2  
3 **FINANCIAL MANAGEMENT**

7335

4  
5 Personal Reimbursements

6  
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:

- 11  
12 1. It is clearly demonstrated that the purchase is of benefit to the District;  
13  
14 2. The purchase was made with the prior approval of the Superintendent;  
15  
16 3. The item purchased was not available from District resources; and  
17  
18 4. The claim for personal reimbursement is properly accounted for and documented with an  
19 invoice or receipt.  
20

21 The District business office is responsible for developing procedures and forms to be used in  
22 processing claims for personal reimbursements.  
23  
24  
25

26 Policy History:

27 Adopted on: 2/25/08

28 Reviewed on:

29 Revised on: