



Memorandum

To: District Staff
From: Joel Buettner, General Manager
Date: 9/30/2021
RE: Updated Reimbursement Policy and Procedures

The District provides procurement processes to acquire products and services necessary to conduct district business. This includes a purchase request process, business credit cards, and business accounts at certain service providers.

Occasionally, an employee may pay for a business expense and submit a reimbursement request to the District. This is most common during business travel or emergency situations.

To maintain the highest level of fiscal accountability and best practice, employees should refrain from making business purchases of products and services with their own funds if at all possible. If this is necessary, employees should contact their supervisor for approval prior to the purchase. Supervisors should exhaust all options to acquire the product or service before authorizing an employee purchase for reimbursement.

Should employee reimbursement of a business expense be necessary, the employee should fill out an expense report form, sign it, and attach the receipt for the purchase and submit it to their supervisor. The supervisor should verify the purchase as a valid business expense and submit to the Accounting Technician for processing.

If the reimbursement for a business expense is over one-hundred dollars (\$100) the Accounting Technician will record the transaction on the annual reimbursement log and retain the log for review upon request.