



Point Arena Schools

*Procedures for Purchase Orders and
Reimbursement Claims*

PURCHASE ORDERS (POs)

- o Definition: The form that initiates a district purchase transaction - to be used for items/services NOT yet purchased. For, items and services already purchased, use a Reimbursement Claim form (covered on the next slide).
- o Where to Find: PO Forms are available at the District Office or School Site Offices.
- o Procedures:
 - o Fill out all required fields, including: Site check box, Shipping Location check box, Vendor, Vendor phone & fax, District contact name & number, Description (all details) of items to be purchased, Dollar Amount, Quantity & Unit Price (if applicable), Purpose of Purchase (ie. student use, staff use, LCAP, etc.), and any special shipping instructions or special handling requests.
 - o Don't forget to:
 - o Provide your signature & date (in the 'requested by' field).
 - o Obtain Site Approval signature & date from the Site Supervisor (in the 'site approval' field).
 - o Once you have completed the PO form in its entirety – either drop the PO off or interoffice the form to the District Office. Your site office can assist you.
 - o The District Office will initiate the purchase by faxing the PO form to the vendor.
 - o If there are any special instructions (ie. you do not want the District Office to fax the PO because you are initiating the order), please indicate this on the PO form.

REIMBURSEMENT CLAIMS

- o Definition: The form that reimburses an individual for district-related items and/or services already purchased by that individual.

- o Where to Find: Forms are available at the District Office or School Site Offices.

- o Procedures:
 - o Fill out all required fields, including: Site check box, Name, Date, Mailing Address, Detailed Description of the Activity, # of miles (if applicable) in the 'Miles' column, Lodging Cost (if applicable) in the 'Lodging' column, Meals Costs (if applicable) in the 'Bkfst, Lunch, Dinner' columns, and Misc. Exp. Cost (if applicable) in the 'Misc. Expense' column.
 - o Don't forget to:
 - o Provide your signature (in the 'Claimant's Signature' field).
 - o Obtain Site Approval signature & date from the Site Supervisor (in the 'site' field).

- o IMPORTANT REQUIREMENTS:
 - o Misc. Expenses: This column should be used for Supplies or other Miscellaneous district-related expenses purchased.
 - o To be reimbursed, an original receipt MUST be submitted along with the Reimbursement Claim form.
 - o The receipt MUST clearly show the \$Amount Spent, and must agree to the \$Amount being claimed on the Reimbursement Claim form.

REIMBURSEMENT CLAIMS cont.

o IMPORTANT REQUIREMENTS (cont.):

- o Private Vehicle Mileage: Mileage should be based on the # of miles traveled for district-related activities, EXCLUDING Home to Work miles.
 - o Example: A person lives in Gualala and drives to Ukiah (MCOE) for a work-related training → Mileage claimed should be 102 miles (round-trip travel Point Arena/Ukiah) (does not include Gualala/Point Arena miles)
 - o Example: A person lives in Gualala and drives to Santa Rosa (SCOE) for a work-related training → Mileage claimed should be approx. 132 miles (actual round-trip travel Gualala/Santa Rosa).
 - o Standard round-trip mileage destinations and # of miles can be found on the back of the Reimbursement Claim form (which are based on Point Arena as the starting point).
 - o The purpose for travel MUST be explained on the Reimbursement Claim form. If you are attending a workshop/conference/training, please state the name & date of the event on the form.
 - o If several employees are attending the same event, carpooling is strongly encouraged so that only one Reimbursement Claim for mileage is submitted. Prior approval from the Superintendent or Designee is required if carpooling will not take place.
 - o Employees will be reimbursed at the current IRS rate per mile.

- o Lodging: This column should be used for pre-approved Lodging for district-related activities.
 - o To be reimbursed, an original receipt MUST be submitted along with the Reimbursement Claim form.
 - o The receipt MUST clearly show the \$Amount Spent, and must agree to the \$Amount being claimed on the Reimbursement Claim form.
 - o The purpose for the lodging expense MUST be explained on the Reimbursement Claim form.

REIMBURSEMENT CLAIMS cont.

o IMPORTANT REQUIREMENTS (cont.):

- o Meals: Meals purchased during district-related travel are reimbursed up to the specified limits.
2020 – Bkfst: \$20; Lunch \$20; Dinner \$40
 - o If an actual meal expense for Bkfst, Lunch, and Dinner, is less than the above specified limits, the actual amount is reimbursed.
 - o Example: My breakfast meal cost \$8.68, and I have an itemized receipt as back-up support → I can claim \$8.68.
 - o Example: My breakfast meal cost \$21.71 and I have an itemized receipt as back-up support → I can claim \$20.
 - o NO ALCOHOL can be purchased with district funds.
 - o To be reimbursed, an original ITEMIZED receipt MUST be submitted along with the Reimbursement Claim form for EACH meal.
 - o If an ITEMIZED receipt is not possible, an "Affidavit of Appropriate Use of District Funds" form is required, which certifies that no alcohol was purchased along with the meal.
 - o An "Affidavit of Appropriate Use of District Funds" form can be obtained from the District Office.
 - o The date of the meal receipt should match the date indicated on the Reimbursement Claim form.
 - o The receipt MUST clearly show the \$Amount Spent, and must agree to or exceed the \$Amount being claimed on the Reimbursement Claim form.

Any questions?

*Please ask a member of the Point Arena Schools District Office Team.
Main Line: (707) 882-2803*

Note: a copy of this Power Point is posted to the school website at <http://pointarenaschools.org>