

1 **Browning Public Schools**

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3 Policy #7335

4 Policy Name: *Personal Reimbursements*

5 Regulation:

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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 the
9 benefit of the school district from his/her personal funds. In that event, an employee will be
10 reimbursed for his/her personal purchase under the following criteria:

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12 1. It is clearly demonstrated that the purchase is of benefit to the school district. The purchase was
13 made with the prior approval of an authorized administrator.
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15 2. **If the purchase ~~did not~~ exceeds \$50.00- \$100.00, it must have superintendent or designee**
16 **approval.**
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18 3. The item purchased was not available from resources within the school district.
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20 4. The claim for personal reimbursement is properly accounted for and documented with an
21 invoice/receipt.
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23 The Director of Finance will be responsible for the development of the procedures and forms to be
24 used in processing claims for personal reimbursements.
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31 **Policy History:**

32 Adopted on: 12/2/98

33 Amended on: 1/12/99, 6/25/01, 7/27/21
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