

Board Policy 7420: Personal Reimbursements

Original Adopted Date: | Last Reviewed Date:

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District;
2. The purchase was made with the prior approval of an authorized administrator;
3. The item purchased was not available from resources within the District; and
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.

The District business office will be responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

Other References

ISBA Policy Services

Description

<https://www.idsba.org/member-services/policy/>

Cross References

Code

7400

Description

[Miscellaneous Procurement Standards](#)

7400-P(1)

[Miscellaneous Procurement Standards - Federal Award Requirements](#)

7400-P(2)

[Miscellaneous Procurement Standards - Procurement Methods Under a Federal Award](#)

7400-P(3)

[Miscellaneous Procurement Standards - Requirements and Restrictions for Procurement Under a Federal Award - Competition](#)

7400-P(4)

[Miscellaneous Procurement Standards - General Procurement Standards for Federal Awards](#)