

Expense Authorization/Reimbursement

All expenditures require an approved Funds Request with supporting documentation with the exception of Salary, Benefits, Utilities and Insurance.

TPCA Staff, except Budget Managers, must obtain pre-approval for Funds Requests prior to purchases. Budget Managers must monitor and stay within their authorized department expense budgets.

Funds Requests for purchases between \$5,000 and \$25,000 shall require two quotations. Requests over \$25,000 shall require three or more quotations in accordance with SVVSD Policy DJCA and DJE and must be pre-approved prior to purchase or contractual commitment.

All vendor contracts must be reviewed and approved by the Director and Financial Administrator prior to authorization.

Annual contracted expenses that have periodic payments (e.g. landscape maintenance, copier leases) can be submitted for annual approval.

Reimbursements

School employees who incur expenses in carrying out their authorized duties shall be reimbursed upon submission of a properly completed and approved funds request with accompanying receipt(s). Authorized travel cost shall be reimbursed at the SVVSD mileage reimbursement rate at the round trip distance from the school address. The school will not reimburse expenses for alcohol, entertainment not related to school business, personal expenses, gas for personal use or private vehicles, costs of fines for parking or traffic violations nor political expenses.

Approvals

Required approvals for Funds Requests are as follows (in order of approval):

1. The Leadership team member responsible for the associated expense budget
2. The Financial Administrator
3. A Board of Director Officer for Funds Requests greater than \$10,000

The Funds Request form will be administered and maintained by the Financial Administrator, will be compliant with this policy and subject to review.

Revised: December 7, 2017

Revised: November 17, 2011

Revised: August 19, 2003

Approved: November 29, 1999