

Expense Authorization/Reimbursement

TPCA employees other than the Principal and Assistant Principal shall be required to obtain a written approval, in advance, for expense authorization and reimbursement to the Principal with a copy to the Business Manager in advance of making any reimbursable purchase. Without the Principal's written approval, no funds shall be reimbursed. In all cases, any expense in excess of \$1000 must be approved by the Board of Directors as a consent item.

For the Principal and Assistant Principal only, they shall be required to submit a written request for expense authorization, including advances on payroll, and expense reimbursement to the TPCA Board of Directors for approval as a consent item with all such requests made in advance of receiving any such funds. If any advances are approved, unless otherwise specified, all funds will be reimbursed to TPCA directly from the employees' next payroll.

Approved: November 29, 1999

Revised: August 19, 2003