

- **Reimbursements for Personal Purchases Procedure**

Personal purchases on behalf of the district are NOT encouraged due to the additional cost of sales tax that is added to all such personal purchases. Personal purchases on behalf of the district should be used as a last option only and not just for convenience. All purchases made on behalf of the school district must have prior administrative approval in all cases. Personal purchases made by *individual staff members* without prior administrative approval will not be reimbursed. All requests for reimbursement for personal purchases must be completed on the [Expense Reimbursement Form](#) which is electronically available as [Appendix-J](#) and include all necessary purchase receipts. Reimbursement requests lacking either requirement will not be approved.