

YELLOW PAYABLE VOUCHERS

Whenever an employee or school sends in a yellow payable voucher (see following sample) for reimbursement, it must be completed in detail and documented by an invoice, sales slip, or some other proof or verification to substantiate the amount of the voucher. All payable vouchers are approved by the Board and are subject to audit. In order to avoid any problems or questions, it is important that details be listed including who, what, when and where.

The budget number must be included on the voucher. All vouchers must have the signature of the claimant and the principal or supervisor.

Normal and Emergency Purchases

Expenditures less than \$25.00 should be paid with a school check. Purchases for these minimal amounts may be consolidated for reimbursement. All purchases for more than \$25.00 should go through the regularly established Requisition/Purchase Order procedures. Please note that the district may refuse reimbursement on purchases in excess of \$100.00 that do not have a Purchase Order.

In case of an emergency, please contact the Director of Finance in advance for approval and/or appropriate procedures.

Vendors have been notified that payment will not be made for material furnished to the school district without a purchase order.

Travel, Meals and Lodging

Yellow payable vouchers should be submitted for travel, meals and lodging. Although an odometer reading is not required, the destination and purpose of the travel should be detailed. The miles claimed should be reasonable and correlate with the destination.

Vouchers submitted for meals should include detail as to number of meals served, who participated, business purpose of the meal, etc.

In-State Workshops

Normally the district will pay the registration (attach a copy) and lodging with checks made payable to the convention and motel/hotel in advance. At the conclusion of the workshop, vouchers should be submitted for actual cost, mileage, or any difference in lodging. A copy of the actual motel costs should be returned to the Accounts Payable Clerk to be attached to the original claim form.

This does not apply to “Negotiated District” convention money. For applications please contact the Personnel Office.

Conventions

Educators

Once the amount for educator convention(s) has been approved, vouchers may be submitted to Accounts Payable accompanied by copies of the convention approval. (Vouchers should not be submitted for more than 30 days in advance of the convention.)

Separate checks should be issued to cover registration, travel, and lodging.

Administrators and Other Conventions

Yellow payable vouchers should be submitted in advance for registration, travel, and lodging. At the conclusion of the convention, vouchers should be submitted and compensation made for actual costs. Receipts should document actual expenses. District credit cards may be used for registration and air travel.

Contracted Services

Any person being paid for their time (except district employees) must fill out a yellow payable voucher and attach an invoice. District employees will only be paid on a yellow payable voucher for reimbursement of expenses. All employees will be paid on payroll vouchers.