



WINCHENDON PUBLIC SCHOOLS

"Working Together"



WINCHENDON PUBLIC SCHOOLS REIMBURSEMENT PROCEDURES

Certain expenses may be reimbursed to employees with prior approval through the current established WPS Purchase Order (PO) process. WPS has established vendor accounts and new vendor accounts may be created as necessary.

A Purchase Order is a contract between a vendor and the Town of Winchendon that authorizes a purchase transaction. When accepted by the seller, it becomes a contract binding on both parties.

A Purchase Order sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller.

- Purchase Orders allow buyers to clearly and explicitly communicate their intentions to sellers
- Sellers are protected in case of a buyer's refusal to pay for goods or services
- Purchase Orders help a purchasing agent to manage incoming orders and pending orders
- Purchase Orders provide economies in that they streamline the purchasing process to a standard procedure
- Purchase Orders allow the Business Office to monitor the School's Operating Budget and provide informed projections

It is the employee's responsibility before incurring an expense to understand the documentation required for reimbursement.

1) WPS will reimburse employees for the following types of expenses:

- Mileage Reimbursement
- Contractual Reimbursements (i.e. clothing allowance)
- Professional Development (only if Pre-approved by Superintendent and Business Office)

2) WPS will **NOT** reimburse employees for the following types of expenses:

- Those that can and should be paid directly to a vendor
- Any item not listed above in #1

Requests for reimbursements MUST be submitted within 30 days of the transaction or professional development date(s).

No third party reimbursements will be allowed. The individual requesting the reimbursement must be the one who incurred the cost. For example, a credit card statement in your brother-in-law's name cannot be for your reimbursement. The statement must be in your name or your spouse's.

Originals. All reimbursement requests are to be accompanied by original receipts from the vendor (not a photocopy or a faxed copy). All receipts must be itemized. The original credit/debit card receipt given by the vendor showing the date, vendor, item, price and payment attached is required. It is acceptable to black out or cut out any non-pertinent information on the credit card statement.

Itemized Receipt and Non-Reimbursable Items. A receipt from the vendor must be an original and itemized. It must state the date, vendor name, item purchased price per item, payment method, and payment in full. The Town of Winchendon does not reimburse for Massachusetts Sales Tax, alcohol, finance charges, or late fees. Shipping charges on catalog orders may be reimbursed along with the clothing cost, prorated if necessary. It is best to ring up personal items separately at the register. Flowers and gifts may only be paid from unrestricted special revenue funds, usually an unrestricted gift account.

Credit versus Debit Card. All credit card and P-Card purchases must have the original receipt attached to a copy of the credit card statement. For debit card purchases, the original printed vendor receipt must state "Debit" for the receipt to be treated as a cash payment. If the receipt does not state the purchase was completed with a debit card, a copy of the bank statement or credit card statement must be attached to the original receipt.

Money Orders. The original stub along with a copy of the money order must be submitted. Attach a copy of the course, seminar, order form, catalog page, etc.

Cash/Check. For items paid in cash, the original receipt must be marked "paid in cash" and signed by the vendor if the receipt does not identify a cash payment. Have the vendor itemize the receipt if the register does not. For items paid by check, a copy of the cancelled check must be provided along with the original itemized receipt.

Professional Development. (Pre-approval using **Request for Professional Development Form**)

Registration for seminars, courses, and training sessions should be done through the regular Purchase Order process whenever possible. If the employee pays, proof of payment must be submitted as well as proof of completion. Acceptable proof of payment is the cancelled check, never a photocopy of a check written but not yet cashed or a bank statement copy of the check. Attach a copy of the registration form that states the date, vendor, course and price. A credit card statement along with the original credit card receipt will only be accepted if the date, vendor, and dollar amount exactly matches what is stated on the registration form. **Proof of attendance or certificate of completion must also be submitted in addition to the proof of payment.**

Mileage Reimbursement. The date(s) of travel, destination, MapQuest or similar mileage documentation, and attendance of workshop etc. if applicable purpose may be stated on a mileage reimbursement request form if attendance cannot be documented (i.e., official meetings, mail-runs, picking up materials etc.)

Authorization. The employee being reimbursed may **not** authorize (sign) their own reimbursement.