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Interim Superintendent

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Assistant Superintendent, Business Services



TO: All CVUSD Employees
FROM: Susan R. Tucker, Director, Fiscal Services
DATE: August 18, 2017
SUBJECT: **EMPLOYEE REIMBURSEMENT CLAIMS**



Please review the revised personal reimbursement submission dates. Effective immediately, all personal reimbursement claims (purchases, travel, mileage, meals, etc.) must be submitted per the following schedule. ***Reimbursement claims received after the deadline will not be processed, without exception.***

Effective September 1st, no personal Amazon reimbursement will be allowed. Purchase orders must be used for Amazon purchases.

<u>Expenses Incurred</u>	<u>Submitted to Supervisor</u>	<u>Received In Fiscal Services</u>
July 1 – September 30	October 5	October 15
October 1 – December 31	January 5	January 15
January 1 – March 31	April 5	April 15
April 1 – May 31*	June 5	June 15

*No employee purchases allowed after May 31st.

➤ **PLEASE NOTE: During summer recess, intradistrict mail is suspended at most sites and administrative personnel availability is limited. Please plan accordingly to ensure that your reimbursement request is signed and received in Fiscal Services by the deadlines noted above.**

All personal reimbursements **must include itemized original receipt(s) or invoice, original packing slip, and proof of payment.** Processing time for personal reimbursement claims may range from 15 to 25 working days due to workload constraints.

Employees are encouraged to **utilize the purchase requisition process**, instead of using personal funds. Most vendors accept purchase orders. In addition, Fiscal Services can accommodate most rush orders and/or prepayments.

Thank you for your cooperation. If you have any questions, please contact me at stucker@conejousd.org or at 805-497-9511, extension 235.