REQUEST FOR PAYMENTS

These requests are mainly for the reimbursement to employees for expenditures made on Leelanau Montessori's behalf. These types of purchases are discouraged, but in some instances cannot be avoided. Request for payments are reviewed by the Head of School using the following guidelines:

1. The staff member must turn in **"original"** receipts with reimbursement requests. Copies of cash register receipts are accepted in some circumstances where it cannot be avoided.

2. The district will not reimburse cash for purchases made using a **gift card or a gift certificate**. If a gift card or gift certificate is used to pay for a portion of a purchase, the district will reimburse only for that portion of the purchase that was paid for by cash or credit card. Therefore, please do not use personal gift cards/certificates when purchasing items for Leelanau Montessori.

3. Any reimbursement requests for the "purchase" of **gift certificates** must include copies of all certificates, names of recipients, and reason for the certificate.

4. When a staff member places an order on line or by phone, district policy is to have any merchandise that is to be paid for by Leelanau Montessori shipped to the school. Reimbursement will not be made for items shipped to personal home addresses.

5. It is not legal practice for anyone to use Leelanau Montessori tax-exempt number when Leelanau Montessori is not the purchaser at point of sale.

Requests that do not comply with the above guidelines could be denied reimbursement.

CONFERENCE REIMBURSEMENTS

Conference Reimbursements are reviewed by the Head of School using the following guidelines:

1. The conference reimbursement must be approved in advance within budgetary guidelines.

2. Sales tax is not refundable

3. Attach all original itemized receipts

4. Mileage (if approved) will be reimbursed

5. Once authorized and all receipts are turned in, the Office Manager will turn in for payment.

Requests that do not comply with the above guidelines could be denied reimbursement.