



**EMPLOYEE PERSONAL REIMBURSEMENT REQUEST**

(Expenses Other Than Travel)

\*\* The utilization of this form shall be kept to a minimum. GCISD Board Policy CH(LOCAL) "All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures."

Name of Employee Requesting Reimbursement: \_\_\_\_\_

Date: \_\_\_\_\_

Submitted By \_\_\_\_\_

Campus/Location: \_\_\_\_\_

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	Explanation of Reimbursement	Total Amount	

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**RECEIPT MUST BE ATTACHED**

JUSTIFICATION FOR NOT ISSUING A DISTRICT PURCHASE ORDER (THIS SECTION MUST BE COMPLETED): \_\_\_\_\_

DISTRICT EMPLOYEE SIGNATURE

BUDGET MANAGER APPROVAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of (Principal or Administrator)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

(Office use only) CHARGE TO BUDGET CODE: \_\_\_\_\_

## **Grapevine-Colleyville ISD**

### **Employee Personal Reimbursement Request**

GCISD board policy CH(LOCAL) states “all purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.” This policy dictates our purchasing procedures, however, we realize that from time to time circumstances arise where a district employee must make a purchase with their personal funds. Although we do not encourage this practice, we understand that it can happen.

Therefore, Purchasing Services has developed a form to be used for all employee-related reimbursements **(this excludes travel reimbursements)**. Employee-related reimbursements would include in-district mileage, the purchase of books or special needs for classroom instruction, conference registration, just to name a few.

To be reimbursed for purchases made with personal funds, the employee must complete the form, attach their receipt(s) and have their budget manager (campus principal or department head) review the form and sign off prior to issuing a check request for the refund. The form, with approvals and receipts, must be scanned and attached as a .pdf document to the check request as backup. If Financial Services receives a check request without the properly executed form and receipts, it will be denied.

Remember . . . all reimbursement requests to district employees must be reviewed and approved by the budget manager.