

Missoula County Public Schools  
Financial Management 7335  
Personal Reimbursements

All purchases of goods or services are to be made within established purchasing procedures. There may, however, be an occasional time an employee may need to make a purchase for the benefit of the District from his/her personal funds. In that event, an employee will be reimbursed for his/her personal purchase according to the following criteria:

1. The purchase was made with the prior approval of the administrator responsible for the fund to be charged for the purchase.
2. The purchase is to be determined to be of benefit to the District.
3. The claim for personal reimbursement is properly accounted for and documented through an invoice/receipt.

The District Business Office is responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

Policy History:

Adopted on: April 14, 1998