

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT
1490 St. Route 488
Clifton Springs, New York 14432

REQUEST FOR REIMBURSEMENT
(Must be completed in INK only. This is a Legal Document)

NAME (PLEASE PRINT) _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SOCIAL SECURITY NUMBER: _____

PURCHASE ORDER # _____

MEALS (List date of event, conference, workshop ,etc. – Include all ITEMIZED receipts – no sales tax):

	<u>AMOUNT</u>
_____	_____
_____	_____
_____	_____

MILEAGE (Include Daily Log): _____ @ _____ CENTS PER MILE _____

TOLLS (Include receipts): _____

OTHER (Tutoring - Detention. Include dates, from & to, hours, daily rate of pay, etc.) _____

BUDGETCODE: _____ **AMOUNT:** _____

BUDGETCODE: _____ **AMOUNT:** _____

CLAIMANT _____ **DATE** _____

SUPERVISOR/BLDG. PRINCIPAL _____ **DATE** _____

SCHOOL BUSINESS OFFICIAL _____ **DATE** _____

These forms can be found on the website.

Reimbursement Procedure

Please remember that the school district is tax-exempt. You cannot get reimbursed for tax. Tax exempt forms are available in the business office, however, your purchase must be pre-approved to receive this form.

Listed below you will find the requirements for reimbursement. It is important to understand that your request will not be processed until all information is present, required receipts and authorized request are attached, and the form has been signed by you, your supervisor and the school business official:

- This form must be completed in ink
- Information must be legible
- Social Security Number is required
- Name and address must be completed
- Attachments for proof of expenditures:
 - mileage log
 - ITEMIZED receipts
 - tolls
 - copy of signed request for conference attendance form
- Specify the actual service performed or an explanation of reimbursement
- Exact date of service
- Actual Time span (i.e. 2:00 – 4:00)
- For tutoring please include the student's name and grade level
- The correct rate of payment to be compensated for this service
- Reimbursement is to be tallied up
- Appropriate budget code
- Claimant's Signature
- Supervisor/Bldg. Principal's Signature
- School Business Official signature

Once the above has been completed, your form properly authorized by your supervisor and sent to the business office, this form will be sent to the payroll and/or accounts payable personnel for processing. Once the business office is in receipt of your completed and signed reimbursement form it can take up to 15 working days before you should expect reimbursement. Incomplete forms will be returned for required information.

Supt./District Clerk (548-6420)
Human Resources (548-6424)
District Treasurer & Business Manager (548-6432)
Payroll (548-6434)
Accounts Payable (548-6433)
Computer Technology/Bill Gowan (548-6471)
Mail Room/Lori Naukam (548-6438)