



ESCAMBIA COUNTY PUBLIC SCHOOLS FOUNDATION

Internal Account Card Reimbursements SCHOOLS ONLY

Policy

- **Detailed receipts showing the date, amount what the expense was for, and payment must be provided.** Credit card receipts and store receipts that do not describe the purchase are not reasonable documentation.
- **Documentation must be provided with a request for payment within 30 days from the date the expense was incurred.**
- Expenses must be incurred for goods or services purchased for the school or department; **no personal expenses will be reimbursed.**
- If the expense is for travel, the travel must be for work related to the organization. We will reimburse no more than the standard mileage rate for business use of a car as established by the IRS. The organization will reimburse meal expenses incurred in direct connection with the organization's business, or at the per diem rate established by the IRS.
- Under no circumstances will alcohol purchases be reimbursed.
- If the Foundation overpays the requestor, he/she must return any excess reimbursement within a reasonable period (not to exceed 30 days).

Procedure

1. A request for reimbursement for a purchase using an Internal Account Card must be submitted through the Foundation Check Request Form with the following information:
 - a. School
 - b. Account Manager's Phone Number
 - c. Who the check will be made payable to
 - d. The Payee's Address
 - e. The Payee's Phone Number
 - f. Check Amount
 - g. Purpose of Purchase
 - h. Invoice/Transaction # (if applicable)
 - i. Foundation Account Number
 - j. Foundation Account Name
 - k. Upload Supporting Documentation
 - i. **MUST** include a detailed receipt or invoice that shows payment signed by the account manager
 - ii. The documentation must be in PDF format
 - iii. If there are multiple documents for same request they **MUST** be combined into ONE PDF

- I. Method of delivery**
 - i. Courier (include code)**
 - ii. Mail (external)**
 - 1. Mailing Address**
 - iii. Pick up from Foundation office between 9 am - 3 pm**
- 2. All reimbursements are subject to approval by the Bookkeeper/Program Manager to verify that the purchase is in accordance with Foundation Financial Controls and adequate funds in the requested Foundation Account.**
- 3. Once a reimbursement has been approved it will be printed on the following Tuesday. The Account Manager will be notified once the check has been mailed/or is ready for pickup.**