



CHIPPEWA VALLEY SCHOOLS

POs, P-Cards, & Employee Reimbursement Guidelines

PURCHASING OPTIONS:

- **Purchase Orders (POs)**
 - **Required process** for ordering and payment methods for both General Fund and Internal Funds
 - See “**Purchase Order Protocols (POP)**” (new) for further guidance
- **eCatalog**
 - 3 approved vendors to choose from – School Specialty, Office Depot, and Staples
 - Used for office, gym, and classroom supplies
 - POs are not required and packing slips are not sent to the Business Office
- **Amazon**
 - Must use CVS’s Amazon Business Prime account
 - A PO must be created before placing an order (PO # required at checkout)
 - Cannot use P-Cards for purchases (exception: digital and gift card purchases)
- **Purchasing Card (P-Card)**
 - P-Card purchases shall **NOT** bypass or replace the Purchase Order method out of convenience
 - *Can* be used for food, travel, hotel, memberships, and emergency/unexpected needs
 - P-Card users may not submit reimbursement requests
 - P-Card purchase descriptions must clearly indicate the purpose
 - Expense reports are **due in the Business Office 5 days** after statement period
 - Failure to provide a detailed receipt¹ will result in personal reimbursement to the District
 - **Do not combine personal and school-related purchases on the same receipt**
- **Employee Reimbursement**
 - Reimbursements are not allowed for purchases made with cash
 - Reimbursement and P-Card methods cannot be used for the same purchase
 - **Reimbursement requests must be submitted within same school year the expense was incurred**

ALL methods require supervisor’s approval BEFORE making purchase AND must follow district guidelines. Guidelines include but not limited to:

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|----------------------------------|------------------------------------|--|
| • Delivery to district buildings | • Receiving credit | • Competitive quotes (\$5,000+ require coordination with Purchasing) |
| • Use of contract pricing | • Disclosure of familial relations | • Sales tax exemption (not applicable with employee reimbursement) |
| • Detailed receipts | • Absence of conflict of interest | |
| • Packing slips | • Report of fraud | |
| • ASNs | | |
| • Signatures | | |
| • Reconciling vendor errors | | |

EXCLUSIONS – CANNOT BE PURCHASED FOR ANY REASON:

- Retirement or birthday parties, funerals, or related gift/supplies
- Staff appreciation gifts
- Donations to non-profit organizations
- Purchases that will ultimately become personal property (staff spirit wear is allowed)
- Gasoline, alcohol, tobacco, weapons, or any illegal items

RESTRICTED USES:

- **Gift Cards** are allowed in denomination of **\$25 or less** for:
 - Students to recognize/reward/accommodate a need
 - Volunteer appreciation (not allowed for an employee or contractor)
 - Student meal costs associated with district travel (i.e. DECA, HOSA trips)
 - Community outreach (i.e. homeless or family in need)
 - Must provide list of recipients who are receiving gift cards
 - Cannot exceed \$25 **PER** person
 - **Sales Tax** is not reimbursable using General Fund accounts
 - **Out of District Travel** – meals must be served and consumed onsite
 - **Michigan**
 - Hotel: \$180 max/night + fees (no sales tax); if staying at conference host hotel, conference group rate pricing may exceed the \$180 max/night (include group rate documentation)
 - Meals: \$35 max/daily; tips are 20% max
 - **Outside Michigan**
 - Hotel and Meals: [Per diem rates](#) or the Michigan reimbursement rates, whichever is greater.
 - Meal allotments per the GSA per diem maximums are broken down by meal (breakfast, lunch, dinner) and must be followed as such:
 - **SEPARATE RECEIPTS** – if more than one P-Card user is together for a meal, they must request separate bills. Do NOT pay for each other's meals
 - Include names on receipts to identify each person's purchase
 - If meals are purchased for students, have ONE P-Card user purchase for all students
 - Provide list of student names
 - Receipts must be itemized to show **ALL** food and beverage purchases
- *Note: Overage on daily allotment **will** result in personal reimbursement.*
- **Grant and IAM funds** subject to minimum mileage, may impose specific city restrictions and/or may require an overnight stay

DISTRICT MEALS – REIMBURSABLE BASED UPON THE FOLLOWING:

- **IN-DISTRICT MEETING** must begin before and continue after the meal is consumed (i.e., lunch is served during an all-day PD session)
 - Include a detailed agenda, **sign-in sheet** (a list of building personnel is not acceptable), and **itemized** receipt of all items purchased ([Receipt Reference](#))
- **STAFF MEALS – LIMITED INSTANCES** – each school is allowed a maximum of four (4) reimbursable staff meals instances per school year
 - Sign-in sheet
 - Clearly indicate **WHEN** the instance occurs in the P-Card report or Employee Reimbursement form (i.e. "2 of 4 Instance")
 - Include an itemized receipt of food purchases

¹"Missing P-Card Receipt Forms" were discontinued as of the 2022/2023 school year and no longer accepted.

Non-compliance, at a minimum, leads to personal responsibility of cost, loss of privileges, and/or having to return item(s) purchased.