



CHIPPEWA VALLEY SCHOOLS

POs, PCards, & Employee Reimbursement Guidelines

PURCHASING OPTIONS:

- **Purchase Orders (POs)**
 - **Standard practice** for ordering and payment methods for both General Fund and Internal Funds
 - Used for furniture, equipment, goods, items with product/service warranty, services, and vendors that require a prepayment or deposit
 - For all Amazon orders
- **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' Amazon Business Prime account
 - POs must be created before placing orders (requires PO # at time of checkout)
 - Cannot use P-Cards for purchases (exception: digital and gift card purchases)
- **Purchasing Card (P-Card) & Employee Reimbursement**
 - **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
 - Purchases made with cash **ARE NOT** eligible for reimbursement
 - Both methods cannot be used for the same purchase
 - P-card users shall not submit reimbursement requests
 - **P-Card purchase descriptions must indicate what purchase is for**
 - **P-Card 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**

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

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| <ul style="list-style-type: none"> • Delivery to district buildings • Use of contract pricing • Detailed receipts • Packing slips • ASNs • Signatures • Reconciling vendor errors • Receiving credit • Disclosure of familial relations | <ul style="list-style-type: none"> • Absence of conflict of interest • Report of fraud • Competitive quotes (\$5,000+ require coordination with Purchasing Department) • Sales tax exemption (not applicable with employee reimbursement) |
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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 are 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 may 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 start 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](#))
- All staff meals are allowed a **MAXIMUM OF 4 INSTANCES PER SCHOOL PER SCHOOL YEAR**

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.