

Shasta County Office of Education

Employee Reimbursement

Reimbursement of item costing \$100.00 or more must have prior program manager approval. A purchase order to the entity is preferred.

1. Obtain **Employee Reimbursement Form**.
 2. The following fields shall be completed:
 - ✓ **PEID#** - Enter Employee ID Number
 - ✓ **Employee Name** - Enter purchaser's name
 - ✓ **Month** - Enter the month the purchase(s) was/were made
 - ✓ **Org Key** - Enter the org key(s) to be charged
 - ✓ **Object Code** - Enter the object code(s) to be charged
 - ✓ **Purchase Date** - Enter date the item(s) were purchased.
 - ✓ **Store** - Enter the store the purchase was made at
 - ✓ **Description of item(s) purchased** - Enter brief description purchased items
 - ✓ **Amount** - Enter the total amount per receipt and total amount of all receipts at bottom of form
 - ✓ **Admin Support Contact** - Enter the contact person for this reimbursement
 - ✓ **Employee Signature** - Employee Sign
 - ✓ **Supervisor Signature** - Obtain Supervisor's signature
 3. Retain copy and forward to Business Services for processing.
 4. Please allow 14 days for processing. Checks will be mailed to employee's residence.
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- Employee signature and supervisor signature shall be obtained prior to requesting reimbursement/submitting to Business Services for processing. It will be returned if either signature is missing.
- Please enter one month's expenses per form. *Please do not combine months.*
- Business expenses incurred by employees shall be claimed monthly.
- Please submit reimbursement request by the 10th day of the month following the month in which the expense(s) were incurred.
- Receipts must be original and itemized.
- If sales tax was paid include sales tax in the reimbursement total.
- Items shall not be shipped to employee residences. Items must be shipped to the program site.
- For reimbursements to be charged to multiple org keys/object codes, please indicate see below and use the space provided at the bottom of the form to indicate org keys/object codes to be charged and amount to be charged to each org key/object code.
- Tape receipts smaller than 8 ½ x 11 to a sheet of paper. Tape all sides of receipt for scanning purposes.
- Please do not place tape over the print on receipt(s) as this will lift the ink.
- Highlighter shall not be used on receipts as they also lift the ink. If both business and personal expenses are on the receipt, line through the personal items with an ink pen.