

ROWVILLE PRIMARY SCHOOL REIMBURSEMENT POLICY

PURPOSE

The purpose of the Reimbursement Policy is to meet minor payments incurred on behalf of the school. The limit on any one payment is \$200.00 within the accepted guidelines and to minimise risk, cash reimbursements are not provided.

IMPLEMENTATION

Rowville Primary School's preferred process for purchasing goods is via a purchase order using a school creditor. In unforeseen circumstances, where it is impractical to follow the ordering process, reimbursements will be provided to authorised school personnel and Friends of Rowville Primary School (FORPS) members.

A Reimbursement of Expenses Claim Form is to be used to list the details for each individual claim and must be signed by the claimant, the appropriate co-ordinator and Principal. Receipts/tax invoices relating to the claim must be securely attached. A credit card receipt is not acceptable, it must be the store receipt with shows details of the store, ABN no. and amount of GST payable on the receipt.

The claimant will be set up as a creditor in Cases21 and payment of the approved reimbursement amount will be made by direct deposit into the claimant's bank account via Commbiz. Under no circumstances will the reimbursement be made by cash payment.

At the time of payment, the Reimbursement of Expenses Claim form, all receipts, and supporting documentation must be marked 'paid' and attached to the Cases21 Payment Voucher.

EVALUATION

This policy will be reviewed as part of the school's three-year review.

This Policy was ratified on 24th February 2021 and is due to be reviewed February 2024.
