

Important Notice Regarding the Reimbursement of Pre-Approved Expenses

Effective January 1, 2015 the Dundee Central School District can no longer provide a school district credit card to be used by staff for pre-approved expenses such as meals, gas, tolls, supplies, etc. Our financial institution now prohibits this practice.

Staff will be required to use a personal means for payment of these expenses, to issue the appropriate tax exempt certificate, available in the business office (the school district cannot reimburse for payment of sales tax) and to submit a completed, approved claim form with itemized receipts attached to receive reimbursement for these expenses.

Reimbursement claims are processed through the normal accounting cycle of the school district. Feel free to ask the business office when you could anticipate receiving the payment when you turn it in.

We continue to have the ability to use the school issued credit card to pay for approved expenses such as registrations or hotel reservations where the business office processes these directly.

Questions regarding this notice should be directed to the business office.