

SUPPLY REIMBURSEMENT**DKC**

District personnel and officials who incur expenses in carrying out their authorized duties may be issued a Preauthorized Purchase Card (P-Card) for a predetermined value in an annually determined amount for instructional supplies.

Employees receiving a P-Card must use it to purchase materials that benefit his/her students. All purchases must be made by March 31 and documentation shall be submitted to the building principal (or his/her designee) by June 1. Employees will not be reimbursed for any expenses beyond the predetermined P-Card limit.

No items for personal use may be purchased with this P-Card. Misuse of the card may result in a written reprimand and repayment of the funds. Repayment may take the form of deduction from a subsequent payroll period.

Predetermined Value: \$_____

I acknowledge and accept the above terms.

Employee Name (print)_____

Employee Signature_____

Date_____

Building Principal/Designee (print)_____

Building Principal/Designee Signature_____

Date_____