



10.1 - CASH DISBURSEMENT POLICY

Purpose/Overview

The Finance Department makes disbursements to the appropriate vendors for a variety of expenditures.

Policy Statement

All cash disbursements are made by check and are only made payable to a specific payee and are not written to “Cash” or “Bearer”. Invoices received by the accounting department are matched to the appropriate purchase order and paid within 30 days of the invoice date. See “Purchase Order Policy” for further detail. Check requests, expense reimbursements, and mileage reimbursements must be approved by an appropriate budget manager. All expenses must be incurred before reimbursement will be made. On a rare occasion with the School Operations Manager and Director of Finance’s approval a check will be processed for an expense that hasn’t been incurred yet. In that case receipts and any funds not used must be submitted to accounting within one week of the expense being incurred. Violation of this policy will require that the requestor reimburse the District for any unsupported use of funds. State sales tax will not be reimbursed. Responsibility for monitoring budget line items remains with the appropriate budget manager.

Individuals Involved

Finance Department	Enters PO’s, invoices, and check requests into the system in order to perform a weekly check run
Payee	The person/vendor that the check is to be written to
Budget Managers	The employee that oversees a particular school budget and will sign off on a an appropriate check request

Procedures

1. See “Purchase Order Policy” for explanation of purchase order processing and payment.
2. A check request form, mileage reimbursement form, or expense reimbursement form must be completed and signed by the appropriate budget manager.
 - a. Request forms must be filled out completely and accurately, including the assignment of a proper budget line and signature by an appropriate budget manager, in order to be processed. Receipts and/or invoices must accompany the forms to support amount requested. Incomplete or inaccurate forms will delay the processing of payment
 - b. Tax exempt forms can be obtained from the accounting department google drive in order to prevent tax from being charged. If taxes were paid they should be removed from expense reimbursement forms before submitting to accounting.
 - c. It is the responsibility of the requester to ensure the form is turned into the accounting office
3. Check request forms, mileage reimbursement forms, and expense reimbursement forms must be turned into the accounting office by Tuesday in order to process for payment on that Friday.

4. Checks are available for pick-up after 12 noon on Friday in the accounting office. Checks that are not picked up will be mailed on the following business day (Monday). Any checks paid to district employees are sent out via U.S. mail unless other arrangements have been made with the accounting office. These arrangements must be made at the time you are requesting the check (i.e. by end of the business day on Tuesday) so that the accounting office can plan appropriately
5. Payment of an expense incurred by a board member will not be approved unless the board, by a majority vote of its members approves reimbursement before the expense was incurred.

Referenced Work Instructions/Forms/Flowcharts/Samples

- Mileage expense reimbursement form
- Expense reimbursement form
- Check request form

Implementation/Compliance/Assessment/Accountability

This policy and procedure is maintained and enforced by the Finance Department under the supervision of the Operations House of U Prep Schools.