

## QUICK REFERENCE: Correct Documentation for Food Reimbursements when a P-card or PO is unavailable

Fill out the applicable Reimbursement Voucher completely and verify:

| <b>IF food was purchased for Non-students<br/>(Staff, volunteers, community members):</b>           | <b>Original<br/>Receipt</b> | <b>Explanation<br/>of Use</b> | <b>Agenda</b> | <b>List of<br/>Attendees</b> | <b>ASB<br/>signatures</b> | <b>Budget<br/>Authority</b> | <b>Executive<br/>Signature</b> |
|---|-----------------------------|-------------------------------|---------------|------------------------------|---------------------------|-----------------------------|--------------------------------|
| <b>Meetings, advisory boards, etc. *</b>  | √                           |                               | √             | √                            |                           | √                           | Prior Approval**<br>√          |
| <b>Events showcasing student work</b><br>ie Curriculum Night, Open House                            | √                           | √                             |               |                              |                           | √                           |                                |
| <b>IF food was purchased for Students:</b>  | <b>Original<br/>Receipt</b> | <b>Explanation<br/>of Use</b> | <b>Agenda</b> | <b>List of<br/>Attendees</b> | <b>ASB<br/>signatures</b> | <b>Budget<br/>Authority</b> | <b>Executive<br/>Signature</b> |
| <b>ASB activities</b>   | √                           | √                             |               | √                            | √                         | √                           |                                |
| <b>As part of the curriculum</b><br>ie Science project, Life skills class                           | √                           | √                             |               |                              |                           | √                           |                                |
| <b>Non-curriculum - All school</b><br>ie incentives/rewards   | √                           | √                             |               |                              |                           | √                           |                                |
| <b>Non-curriculum- Select students</b><br>ie Study Club snacks, Student of the Month<br>recognition | √                           | √                             |               | √                            |                           | √                           |                                |

\*Please make sure these expenses have approval and meet the criteria as stated in section 1.02 of the Business Manual prior to sending them in.

\*\*If you know you will have several meetings throughout the year (ie advisory board meetings quarterly) it is okay to have one signed form listing each date and the dollar amount authorized. The first reimbursement will have the original signature attached. Each subsequent reimbursement voucher would have a copy of the original attached.