

Reimbursement Fund

In order to accommodate district staff and/or vendors who will not or cannot economically process purchase orders of \$200 or less, a reimbursement fund has been established. The reimbursement fund makes it possible to accommodate these purchases. This process provides for the immediate payment upon providing proof of receipt satisfactory pick up or delivery of supplies and materials.

Staff members authorized to draw checks on this fund are Director of Purchasing services and specific buyers designated and approved by the Chief Business Official.

The Director of Purchasing shall develop procedures for the administration and supervision operation of this fund, and he/she shall be its custodian.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

approved: June 23, 1994 Fresno, California

revised: January 11, 1996