

## District 56 Reimbursement Policy

To not overspend the funds available to the district at any one time, purchases should be approved by the treasurer prior to spending more than \$500 or half of the annual budget of each committee chair. As the district does not maintain a credit or debit card, reimbursements are a usual way of completing transactions on behalf of the district. If the district can pay an invoice directly, that is the preferred method of payment.

Reimbursements can be emailed, mailed or handed directly to the treasurer for payment- a reimbursement form should accompany each request.

Payments are processed 1-2/monthly and if reimbursement is needed sooner than that, please advise the treasurer at the time of the request.