



## **Guidelines for Completion and Approval of Purchase Order Request and Reimbursement Forms**

### **Purchase Order Request Form**

- Staff completes form with the items to purchase or attaches a copy of shopping cart.
- Staff submits form to Administrative Assistant for approval by the Program Director.
- Program Directors submits approved forms by 4pm on Mondays and Wednesdays to Administrative Assistants.
- Administrative Assistant submits forms to Financial Administrator for approval on Mondays and Wednesdays.
- Central Office will generate PO numbers for approved request forms on Tuesdays and Thursdays and will send to Administrative Assistants.
- Staff notifies Administrative Assistant when shipment has been delivered.
- Please note purchase order requests will only be approved twice a week and purchases should be planned accordingly.

### **Monthly Mileage Reimbursement Form**

- Staff completes form for a given month within a few days of the close of the month.
- Staff uses Mileage Reimbursement Chart for distances to and from programs.
- Staff submits form for approval to the Program Director.
- Program Directors submits approved forms to Administrative Assistants.
- Administrative Assistant sends forms to [finance@labbb.net](mailto:finance@labbb.net).
- Central Office will generate reimbursement checks.

### **Expense Reimbursement Form**

- Staff completes form for reimbursement of out of pocket expenses within a few days of incurring expense (sales tax is not reimbursable).
- Staff submits form for approval to the Program Director.
- Program Directors submits approved forms to Administrative Assistants.
- Administrative Assistant sends forms to [finance@labbb.net](mailto:finance@labbb.net).
- Central Office will generate reimbursement checks.