

Expenditure & Reimbursement

New Summit Charter Academy Policies and Procedures

Policy Name	<i>Expenditure & Reimbursement Policy</i>
Policy Number	<i>DKC-NSCA</i>
Original Date	<i>October 15, 2018</i>
Last Reviewed	<i>July 1, 2021</i>
Category	<i>Business</i>
Author	<i>NSCA Board of Directors</i>
Approval	<i>NSCA Board of Directors</i>



POLICY REVISION HISTORY

Date	Revision Details	Revised By
October 15, 2018	Creation of policy	Board of Directors
July 1, 2021	Revised policy formatting to reflect the new school letterhead	Board Secretary

USE OF SCHOOL FUNDS

School funds will only be used for NSCA authorized business. In addition, the school operates on two types of funding. PPF or Per Pupil Funding is government funding that has many limitations on the types of expenditures allowed. Non- PPF is non-government funding provided by fees and fundraising.

EXPENSE REIMBURSEMENT POLICY

All requests for reimbursements must be entered into the SDS system, accompanied by an attached receipt or invoice related to the expenditure within 30 days. We cannot make reimbursements for estimated expenses.

APPROVAL OF EXPENDITURES

To control our budgets and to prevent duplicate spending, purchases by staff may be approved by the following:

- 👤 Dept/Grade Level Lead (if applicable)
- 👤 Direct Supervisor/Principal

If the item is being ordered through a vendor, a Purchase Order Request should be entered into SDS along with appropriate documentation (estimate/quote and W-9).

If the person receiving the money is also the budget authority, the approver will be the budget authority's supervisor. For example, if the expenditure is to be reimbursed to a principal, the CFO or Business Manager or board president may approve.

State law requires that any purchase made by a state entity must not include sales tax, and that to be exempt from sales tax, the payment must be made with a school financial instrument. This means that if you shop locally and use a personal method of payment, vendors should not honor NSCA's sales tax exemption. If you pay sales tax on local purchases, we cannot reimburse those taxes.



When possible, purchases should be made by purchase order. All purchases must be made through a Purchase Order Request in SDS unless otherwise authorized by the Business Manager.

All purchases of \$1,000 or more must be sent out for a competitive bid. For operations based projects, a minimum of three competitive bids need to be obtained for purchases of \$5,000 or greater. All bids, and when appropriate, a bid evaluation memo or worksheet should be attached to the requisition in iVisions. Purchase Orders must be obtained through the approval process before any project work begins. Purchase Cards should not be used to pay for project expenses or invoices.

Volunteers are not allowed to financially obligate NSCA. All volunteers must work with an assigned staff member who must approve expenditures in advance. If possible, orders should go through NSCA Finance or established NSCA vendor accounts. Proper approval paperwork must always be used.

SHOPPING LOCALLY

When you wish to buy school items locally, it must be approved in advance. It is best if the vendor invoices the school, and we have established accounts with some local vendors to accomplish this. Always check with NSCA Finance for important information relating to a specific vendor.

BUS POLICY

All bus trips need authorization and approval as outlined in the Expenditure Policy. All bus trips are required to be entered and approved in SDS prior to the trip taking place. Bus forms are available online at Trip Tracker. These must be completed to order a bus. Bus pricing should be reviewed, costs estimated online for each trip, and expenditure authorizations obtained appropriately for these projected expenditures.

