

# Required Documentation / Reference Guide

<u>REIMBURSEMENT CLAIMS</u>	<u>PURCHASE ORDERS</u>
<ul style="list-style-type: none"> <li>➤ <b>Original Detailed Receipts / Invoice for All Expenses with Proof of Payment</b> <ul style="list-style-type: none"> <li>- Reason for Purchase/Expense</li> <li>- Review for Inappropriate Sales Tax</li> </ul> </li>   <li>➤ <b>Current Year's Reimbursement Claim Form</b> <ul style="list-style-type: none"> <li>- Claimant's Original Signature &amp; Complete Address</li> <li>- Appropriate Original Approval Signatures</li> <li>- Complete Budget Code(s)</li> <li>- Contractual/IRS Primary Work Site Noted on Claim</li> <li>- Miles from Home to Contractual/IRS Primary Work Site Noted on Claim &amp; Must Match EDI Form</li> <li>- Check Trip Dates for Holidays / Vacation / Sick Time Off</li> <li>- Mileage Must be Accurate</li> <li>- Reason for Trip/Travel Noted on Claim Form</li> <li>- Trips Must START From Home or Primary Work Site and END At Home or Primary Work Site</li> <li>- Trips Should Flow From One Location to the Next Location Without Any Gaps</li> <li>- For Meals: Date &amp; Time of Departure &amp; Return</li> </ul> </li>   <li><b>Original Restaurant Receipts</b> <ul style="list-style-type: none"> <li>- Must be Detailed with Individual Food Items Purchased</li> <li>- Maximum <b>Tip</b> is <b>20%</b> of Dollars Spent <u>Before</u> Taxes</li> <li>- Alcoholic Beverages are NOT Reimbursable</li> </ul> </li>   <li>➤ <b>Approved MLP / Conference Request Form</b> <ul style="list-style-type: none"> <li>- Showing All Approval Levels, Indicating Dollar Amount for Individual Expenses, and Date(s) of Event/Travel</li> </ul> </li>   <li>➤ <b>Approved Prior Approval Form for Food - Indicating Dollar Amount for Food Expenses</b> <ul style="list-style-type: none"> <li>- Approved/Signed &amp; Dated <u>Before</u> Purchase</li> <li>- Reason for Purchasing/Providing Food (if Conference Request Form is Not Applicable)</li> </ul> </li>   <li>➤ <b>Menu Items / Detailed List of Food Purchased</b></li>   <li>➤ <b>Attendance/Sign-In Sheet or List of People Consuming the Food Purchased</b></li> </ul> <p><b>NOTE:</b> Claims for mileage, tolls, and parking ONLY do not require an MLP to be attached to the reimbursement claim form.</p>	<ul style="list-style-type: none"> <li>➤ <b>Original Invoice or Receipt (Must be Detailed)</b> <ul style="list-style-type: none"> <li>- Review for Billing Errors/Discrepancies</li> <li>- Review for Inappropriate Sales Tax</li> <li>- Review for Inappropriate Shipping/Charges</li> </ul> </li>   <li>➤ <b>Packing Slips or Receiving Copy of Purchase Order for Goods Purchased</b> <ul style="list-style-type: none"> <li>- MUST Be <u>Signed &amp; Dated</u> to Show Proof that the Goods were Received in Good Condition</li> </ul> </li>   <li>➤ <b>Signature &amp; Date on Receiving Copy of Purchase Order to Show Proof the Services Were Received</b> (Also Includes: Memberships, Subscriptions, Software Licenses, etc.)</li>   <li>➤ <b>Menu Items / Detailed List of Food Purchased</b></li>   <li>➤ <b>Approved MLP / Conference Request Form</b> – Showing All Approval Levels, Indicating Dollar Amount for Individual Expenses, and Date(s) of Event/Travel <ul style="list-style-type: none"> <li>- Attach to the PO in WinCap</li> </ul> </li>   <li>➤ <b>Approved Prior Approval Form for Food - Indicating Dollar Amount for Food Expenditures</b> <ul style="list-style-type: none"> <li>- Approved/Signed &amp; Dated <u>Before</u> Purchase</li> <li>- Reason for Purchasing/Providing Food (if Conference Request Form is Not Applicable)</li> </ul> </li>   <li>➤ <b>List of Attendees, Class List, or List of People Consuming the Food Purchased</b> (Except Special Education Students)</li>   <li>➤ <b>If an Expense is Based on the Number of Students/People, a Class List or List of Attendees Names Must be Included</b> (Except Special Education Students)</li>   <li>➤ <b>Contract Agreement and/or Proposals/Quotes</b> <ul style="list-style-type: none"> <li>- Attach to PO in WinCap</li> </ul> </li> </ul> <p><b><u>PLEASE NOTE:</u></b></p> <p><b>PND-01234 is a Pending Order Only and is <u>NOT</u> a Purchase Order Until it is Issued by the Purchasing Agent.</b></p> <ul style="list-style-type: none"> <li>- Orders for Goods and/or Services Should <b><u>NOT</u></b> be Placed Prior to the Purchase Order being Issued by the Purchasing Department.</li> </ul>
<p style="text-align: center;"><b><u>CONFERENCES/WORKSHOPS/WEBINARS, etc.</u></b></p> <ul style="list-style-type: none"> <li>✓ <b>Invoice / Detailed Receipts / Other Supporting Documentation</b></li> <li>✓ <b>Approved MLP / Conference Request Form</b></li> <li>✓ <b>Registration Form</b> – Printout from the Internet or Actual Registration Form <ul style="list-style-type: none"> <li>- <i>Must Show Date(s) and Cost of Event</i></li> </ul> </li> <li>✓ <b>Workshop Flyer</b> or Brochure/Advertisement <ul style="list-style-type: none"> <li>- <i>Including Date(s) and Cost of Event</i></li> </ul> </li> <li>✓ <b>Meeting Agenda</b> or Conference Brochure <ul style="list-style-type: none"> <li>- <i>Including Date(s) and Cost of Event</i></li> </ul> </li> </ul> <p><b><u>NOTES:</u></b></p> <ul style="list-style-type: none"> <li>* Registration Fees, Lodging, Airfare, etc. Should be Processed / Paid by OCM BOCES Purchase Orders If For Some Reason a Purchase Oder is Not Issued, Provide an Explanation as to Why it Was Not <ul style="list-style-type: none"> <li>- If the Employee Pays for These Expenses Personally, Make Sure Proof of Payment is Submitted; Credit Card Receipt, Copy of Credit Card Statement, Copy of Personal Check, Receipt for Cash with Employee's Personal Information (Name, address, etc.)</li> </ul> </li> </ul>	<p style="text-align: center;"><b><u>STAFF / DEPARTMENT MEETING CHECK LIST</u></b></p> <ul style="list-style-type: none"> <li>✓ Purchase Order</li> <li>✓ Vendor Invoice</li> <li>✓ Approved Prior Approval Form for Food</li> <li>✓ Menu Items / Detailed List of Food Purchased</li> <li>✓ Dated Sign-In Sheet / Attendee List</li> <li>✓ Meeting Agenda – Including Date of Meeting</li> </ul> <p><b><u>NOTES:</u></b></p> <ul style="list-style-type: none"> <li>* Purchase Orders Should be Issued by the Purchasing Agent <b><u>Before Ordering</u></b> Any Goods and/or Services. <ul style="list-style-type: none"> <li>- (Except in Emergency Situations – Window/Door Breaks, Equipment/Machine Breaks, Heating/Electricity/Plumbing Stops Working, etc.)</li> </ul> </li> <li>* Use the Space Provided in the Bottom Right Corner of the Receiving Copy of the PO for "Receiving" Signature &amp; Date and "OK to Pay" Signature/Amount to Pay/Date <ul style="list-style-type: none"> <li>- This will Save Time and Eliminate the Need to Return Paperwork that is Missing Signatures</li> </ul> </li> </ul>