

PURCHASING AND ACQUISITION:  
PAYMENT PROCEDURES

CHF (R)

All purchases should be made through use of a purchase order (P.O.). This procedure shall assure that the district adheres to all bid laws. Failure to follow NEISD procurement procedures when expending budgeted funds, to include Campus Activity Funds, shall result in the employee being held personally liable for those expenditures.

EXCEPTIONS TO  
PURCHASE ORDER  
SYSTEM

The Request for Payment (RFP) shall generally be limited to payments for:

1. reimbursements to petty cash accounts;
2. subscriptions;
3. registrations;
4. organization or institution memberships fees or dues (individual membership fees for employees are allowed only when the membership is necessary for students to participate in certain activities);
5. reimbursements for Student Activity Fund travel (64XX) for students and for sponsors traveling with students;
6. tuition reimbursement;
7. municipal permits;
8. CBI reimbursement;
9. Teacher Resource Center;
10. payments to hotels for employee travel.

Contact the Accounting Department for instructions for other RFP uses.

Reimbursement for travel shall be made to employees through the Travel Expense Voucher in accordance with [DEE \(R\)](#).

Budget Managers and Campus and Student Activity Fund sponsors may request reimbursement for small nonrecurring (unlikely to happen again) immediate need expenses of less

than \$25. All reimbursements will be handled through campus or central office petty cash accounts or the 832RMB Student Activity Fund account.

ISSUED DATE:  
07/21/98

REVISED: 07/21/00