

GAP GENERAL ADMINISTRATIVE PROCEDURES

SECTION:	700.00 BUILDINGS, EQUIPMENT, FINANCE
GAP NUMBER:	704.03
SUBJECT:	Request Form for Reimbursement of Business Expenditures
REFERENCE:	Administrative Council - August 23, 2006
EFFECTIVE:	April 26, 2004
REVISED/AMENDED	September 1, 2006
REPLACES:	704.03
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BACKGROUND

The Board requires comprehensive expenditure information, including **original** receipts, **original** sales slips, and **original** cash register tapes when processing requests for the reimbursement of business expenditures.

All expenditures are subject to audit review.

The four categories of "requests" for reimbursement of business expenditures are as follows:

1. **REQUEST AUTHORIZING PAYMENT OF CIBC VISA PROCUREMENT CARD BUSINESS EXPENDITURES (GF#258 FORM)**

This request form is to be used **only** when submitting approved CIBC VISA procurement card business expenditure documentation to the Accounting Department at the CEC. The person making the request will complete this form. For full details on the "Dufferin-Peel Catholic District School Board VISA Purchasing Card How To Use – Guidelines Revised March 2004", go to: <http://insidedp.dpcdsb.org/purchasing/> click on Procurement Card.

Once the expenditures have been approved by the employee's supervisor (who takes responsibility for the legitimacy of the expenditures), a copy of the P-Card VISA statement, the original sales slips, original cash register tapes and other original receipts and transaction slips **must** be attached to the "Request" form and sent to the Accounting Department at the CEC for processing.

Hospitality expenditures (e.g. those incurred as a result of a business relationship such as restaurant and other entertainment expenditures) **and** gift certificates are **not** permitted to be charged to CIBC VISA procurement cards.

Any expenditure that is not approved by the appropriate supervisor, including hospitality and gift certificate purchases, must be immediately reimbursed to the Board by the cardholder personally. A personal cheque should be sent to the Accounting Department with the GF#258 Form and a copy of the monthly Procurement Card Statement which identifies the transaction.

Once the expenditures have been approved by the employee's supervisor (who takes responsibility for the legitimacy of the expenditures), the original invoices, original sales slips, original cash register tapes and other original receipts **must** be attached to the "Request" and sent to the Accounting Department at the CEC for processing.