



BUSINESS OFFICE GUIDELINES

REIMBURSEMENTS

Sales Tax	→ Because the MOISD is a tax-exempt entity, any SALES TAX included on a receipt will NOT be reimbursed . The MOISD qualifies for the exemption under subsection (A) Section 4A of the Sales Tax Act and Section 115 of the Internal Revenue Code. The tax exempt number is 38-1720900 and tax exempt certificates can be picked up at the Business Office.
Itemized Receipts	→ All receipts turned in for reimbursement MUST be itemized originals . Please see attached example. By law and recommendation from our auditors, we are required to prove that all expenses are legitimate expenses. Please note the same applies for receipts turned in for administrator-issued district credit cards.
Administrator Approval	→ As always, please have your direct supervisor approve and initial any/all reimbursements.
Conference Reimbursements	<p>Same as above applies.</p> <p>→ Meals Please be advised meal reimbursements (including tips) must be reasonable at the discretion of your immediate supervisor.</p> <p>→ Hotels It is suggested to bring a school issued check with tax exempt form to check-in. This seems to be most effective to avoid sales tax on your personal credit card. Please have your paperwork turned in to the business office NO LATER THAN 30 days prior to conference.</p> <p> Hotel state tax will not be reimbursed. However, the occupancy tax is unavoidable; therefore, an allowable expense.</p> <p>→ Parking Parking fees will be reimbursed. However, valet parking is generally not permitted.</p>
Timeline	→ All mileages/requests for reimbursements must be turned in MONTHLY . Any mileages/requests given to administrator for approval after 30 days will be subject to nonpayment. This will ensure accurate budgeting/reporting throughout the year.





BUSINESS OFFICE GUIDELINES

MONTHLY CHECK RUNS

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| Check Run #1 | <p>→ Administrator-approved expenses must be turned into the business office NO LATER THAN the 5th of the month to ensure check distribution by the 10th (or the following business day).</p> <p style="text-align: center;">Paperwork Due to Business Office - 5th
Check #1 Distributed - 10th</p> |
| Check Run #2 | <p>→ Administrator-approved expenses must be turned in to the business office NO LATER THAN the 15th of the month to ensure check distribution by the 21th (or the following business day).</p> <p style="text-align: center;">Paperwork Due to Business Office - 15th
Check #2 Distributed - 21st</p> <p>Please be reminded ALL Section 125 reimbursements are done on the SECOND check run of the month . The reimbursement form is found online under the Quicklink Menu item "MOISD Forms", called "Request for Reimbursement."</p> |
| "Emergency" Checks | <p>→ We realize emergency situations arise that require checks to be printed outside of the regular check runs. Not only do these requests need to be approved by your immediate supervisor, the request will also require approval from the Assistant Superintendent.</p> |
| In-Store Charge Receipts | <p>→ Administrator-approved receipts must be turned in PRIOR to statement being paid. To ensure prompt payment and no late fees, please have all approved in-store charge receipts to the business office NO LATER THAN the 5th of the month to be included in the first check run of the month. Failure turn in receipts by the timelines given above will result in losing your privilege of in-store charges. Please communicate this with any staff that has in-store charge privileges.</p> |

PAYROLL

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| Time Sheets | <p>→ Administrator-approved time sheets must be turned in to the business office NO LATER THAN the Friday before pay week.</p> |
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