

Business office forms are located on the MOISD website...

www.moisd.org > Departments > Business Office > [Business Office Forms and Information](#)

Forms:

- Purchase Requisition Form - For staff to request an approval of items to be purchased, resulting in a purchase order to a company. Department secretaries use this form to enter a purchase order in the financial software. The business office does not do anything with this particular form and does not even look at it unless requested.

- Expense Reimbursement Form - To reimburse an employee for an expense incurred by using personal funds (The recommendation is that this should be the least encouraged form of purchasing items for the district (district credit card or account payable check preferred) but it is necessary under certain circumstances...supervisors may like staff to communicate the purchase prior to entry of this form, but that is the discretion of each department.)

- Mileage Reimbursement Form - To reimburse employee for mileage driven locally/within the district...this form would not be for mileage to a conference/meeting outside of the district as the "Out of District Conference/Meeting" form would be used in that scenario.

- Out of District Conference/Meeting Form - For staff to request approval from supervisor to attend an Out of District Conference/Meeting and also for the expenses to be approved after the Conference/Meeting has been attended. This form is only required for business office purposes when the business office needs to process a payment to a vendor or employee (For instance, if a zoom is paid for on a credit card, then this form is not required as far as the business office is concerned, but departments may still require the form...so discretion by each department if a business office payment is not necessary.)