

Addendum 8/25/2016

For **Expense Reimbursement Payment**, all policies regarding reimbursements are still in place (proper form, signatures and receipts are required.) If they are not, then it will not be paid. The New Policy/Procedure will be listed as follows:

1. Beginning on Oct. 1, 2016, receiving both a completed *Receipts Approval Form* and the receipts, the Accounting Department will pay the receipts. **No receipts will be paid outside of 90 days of purchase receipt. If a receipt or receipts will be delayed past the 90 day parameter, prior notification must be sent and approved by the Director of Administration & Finance for approval. Any receipts beyond the 90 day limit will not be paid unless prior approval is received. Proper signatures, form and receipts must accompany for payment.**
2. Receipts are paid every Wednesday. For any receipts to be paid on Wednesday, it needs to be in the Headquarters office on or before Tuesday at the close of business. Checks will be printed on Wednesday and mailed as soon as possible. There may be times when it will take additional time to obtain the required signatures.