

Please use the following checklist to ensure that you have all necessary items when turning in a reimbursement form for payment.

Reimbursement Checklist	
	A reimbursement claim form has been completed, signed by employee, signed by department chair (an email from department chair will work during DL), and turned in to Office Manager to have Principal sign and process request.
	Original receipts with description of items purchased, or proof of payment is attached.
	Line item of purchase from bank records is attached (if applicable, which is when anything other than cash is used GIFT CARDS cannot to be reimbursed)
	If items were shipped they were shipped to the school address or PVUSD (AHS Address: 100 Mariner Way Aptos CA 95003) (PVUSD Warehouse Address: First Floor Dock, 294 Green Valley Rd Watsonville CA 95076)
	EDIT FOR DISTANCE LEARNING: <ul style="list-style-type: none"> • Items can still be shipped to the school site or DO warehouse. • During DL items can ALSO be shipped to your home address. • All items must be returned to the school site once we return back to site with students, unless it's a consumable that has been used up. • All purchases have to be pre approved by an administrator before you can be reimbursed. Email the AHS Principals email group to get this approval. • An email from admin needs to be attached to the reimbursement request showing that the item was preapproved before purchase.
	All reimbursement forms are being turned in within 3 months of original purchase.
	IF I ATTENDED A CONFERENCE I ALSO HAVE ALL THE ITEMS BELOW ATTACHED
	Mileage portion completed and calculated, <ul style="list-style-type: none"> - Mileage rate is \$.575 per mile. - if applicable, (not applicable during distance learning)
	Meals purchased ,while attending a conference, calculated and receipts attached. <ul style="list-style-type: none"> - No alcohol is to be purchased and the receipt must have line items of all items purchased. - if applicable, (not applicable during distance learning)
	Conference form A and B have both been completed and “form B” is attached
	Proof on conference attendance is attached (name card, zoom meeting)

