

# **Huntingdon Special School District Reimbursement Procedures June 2016**

Consistent with state and federal requirements, Huntingdon Special School District will maintain all source documentation supporting federal expenditures.

Documentation may include:

- (1) Purchase Orders
- (2) Invoices
- (3) Time Sheets
- (4) Payroll Stubs
- (5) Bills of Lading
- (6) Travel Claim Form

If requested, this documentation will be made available to the Tennessee Department of Education upon request.

For the reimbursement procedures to continue, the federal bookkeeper will:

- (1) Retain a signed copy, from the federal project director of one or more of the items of documentation listed above.
- (2) Process and/or log in the request to the accounting department
- (3) Prepare payment, by check, for an individual district employee, if applicable.
- (4) Login to ePlan, and complete the reimbursement process
- (5) Once received, approved, and paid by the state department, electronically place the funds in the appropriate account.
- (6) Reconcile the Report of Reimbursements and Encumbrances.