

Employee Reimbursements

Employees may be reimbursed for limited, small purchases as follows:

- Expenditure should be preapproved by authorized approver (e.g. principal or administrator). Consideration should be given for cost agreements for supplies, copying and printing, and other contracted services before approving reimbursement.
- Expenditure may not be for any personal services; employees providing services must be paid through payroll and contractors must be paid directly through district funds and under an ICA.
- Reimbursement is limited to \$250 per reimbursement, per month.
- Purchase must comply with district purchasing guidelines and documentation requirements.
- District staff should not benefit personally from purchases (e.g. cash-back for purchases on personal Costco card).
- Reimbursement should be submitted and paid through Financial Services within 60 days of when the expenditure was incurred.
- Personal cell phone expenses are generally not reimbursed except as provided under an employee stipend or monthly allowance.

Inter-Governmental Agreements (IGA)

Pursuant to ORS 190.010, the District may contract with another government agency for performance of services. Please contact the Purchasing Department with questions regarding putting an IGA in place.

Only the Superintendent or a Deputy Clerk has the authority to sign an IGA (regardless of the amount)

Independent Contractor Agreements (ICA)

Independent Contractor Agreements (ICAs) are for non-employee service agreements. The ICA must be completed and **signed by Financial Services two weeks in advance of the work being performed.**

Even when a quote is not required, all service agreements require an ICA or other agreement. Contact purchasing to ensure that the service qualifies as a personal service.

Remember: Before services are rendered an ICA must be completed and sent to Purchasing for review and approval. A background check must be completed as part of the ICA. Either fingerprinting or a volunteer background check is allowed, depending on the circumstances. To document a volunteer background check is completed, provide to Purchasing a screen print of the name that is approved in the database. Contractors needing to be fingerprinted may pick up the fingerprint packet in Financial Services.

ICA Process

- Clear scope of work and terms of payment must be indicated on the ICA (e.g. flat rate, fixed rate, reimbursement, etc.).
- Contracts that exceed \$1,000 require a completed purchase order for final review and approval by Financial Services.
- Contractor must be able to verify qualification as independent contractor, such as: