

1168 Reimbursement for Expenses From our Board Policy -

<http://z2policy.ctspublish.com/michigan/Z2Browser2.html?showset=pittsfordset>

Board members shall be reimbursed for actual and necessary expenses incurred because of attendance at Board-approved workshops, seminars, conferences, or conventions

To receive reimbursement for an expense listed in this policy, an expense voucher, together with supporting receipts or other evidence of actual expenses, shall be submitted to the District business office for processing. Payment will be made after the Board approves the reimbursement

Expenses for spouses, family members, or others accompanying Board members as companions, are not reimbursable unless such persons would otherwise be entitled to reimbursement as conference attendees and employees of the District.

There shall be no reimbursement for the purchase of any alcohol, tobacco, or personal products or services.

Approved: July 12, 2010; LEGAL REF: MCL [380.1254](#); [388.1764b](#); OAG, 1977-1978, No 5272(1978).

3600* Reimbursement of Expenses (Cf. 1168, 5330)

District personnel, or members of the Board, who incur expenses in carrying out their authorized duties shall be reimbursed by the District to the extent approved or provided in Board policies or duly negotiated agreements upon submission of an approved voucher and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

Approved: July 12, 2010 LEGAL REF: MCL [15.321](#)-330; [129.221](#) et. seq.; [129.241](#) et. seq.; [380.621a](#); [380.1217a](#); [380.1254](#)

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3610* Purchasing Goods and Services

The Superintendent shall be the sole purchasing agent for the District

Purchasing from District Employees

The Board shall not purchase equipment, supplies, or services from any employee who is employed by the District for more than an average of 25 hours per week, nor from a member of a household of that employee, nor from any firm in which that employee or member of his/her household holds a 10 percent or greater financial interest.¹⁴

Purchases through the District; Emergency Purchases

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise because of an accident or other unforeseen occurrence that could affect the life, health, welfare, or safety of the District's students or employees.

Approved: July 12, 2010 LEGAL REF: MCL [15.321](#)-330; [380.1216](#); [380.1274](#)