

**CARLSBAD UNIFIED SCHOOL DISTRICT
REQUEST FOR REVOLVING CASH REIMBURSEMENT**

Employee Name: _____

Date: _____

Site/Department: _____

Date of Purchase	Vendor Name	Item(s) Description	Account Number							Amount
			Fund (4)	Resource (7)	Goal (4)	Func (4)	Object (7)	Site (3)	OU (3)	
Purpose → Justification			TOTAL REIMBURSEMENT							-
Principal/Department Director Approval			Categorical/Asst. Superintendent Approval, as required							
Date			Date							

REVOLVING CASH FUND (RCF) - PROCEDURES AND GUIDELINES

- Total reimbursement request must be under \$200.
- Reimbursement requests for Conference/Travel expenditures must be on a C/T Form. If more than \$500 a requisition in PeopleSoft is required. → [Link: Conference/Travel Form](#)
- Prior approval must be obtained from Principal or Department Director before purchases are made.
- Every effort must be made to use the District's Purchasing Department to ensure that the best possible pricing is being utilized.
- Items that can be obtained from the District's Stores Warehouse may not be purchased using the RCF.
- Purchases must be for instructional materials or office supplies, from a lawful business. The following items cannot be purchased using the RCF reimbursement process:
Equipment, furniture, hazardous items, membership/dues, service/lease agreements, contract payments, mileage reimbursements, repair or maintenance services, t-shirts/clothing items, admission fees, conference/workshop attendance, consultants/presenters.
- **Tips or gratuities cannot and will not be reimbursed.**
- Ribbons, paper certificate/stickers, trophies, plaques, or other low cost items that serve solely to recognize student achievement or contribution are acceptable. Principals and Department Directors should ensure that a purchase, including incentive items, does not constitute a gift of public funds. Purchases should not be gifts or prizes, including cash awards or items with excessive, intrinsic monetary value that would be given away. Contact Fiscal Services for guidance, if needed.
- Purchases of food, treats, or refreshment items should be kept to an absolute minimum. Purchases of these items can be made for reasonable amounts to be used for education in the classroom which benefits students or to promote goodwill among parents in the community at school sponsored events.
- Tape original receipts to an 8 1/2 x 11 sheet of paper and staple to this form. Receipts must include the vendor name, descriptions of items purchased, and show method and proof of payment. Photocopies of receipts will not be accepted.

Fiscal Services Approvals		Do not write below this line - Fiscal Services Use Only		
Director, Fiscal Services	Verified By:	Notes:	Check Date	Check Number