

Checklist for Professional Discretionary Forms

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Re: Professional Discretionary Reimbursement Form

_____ **Signature** needed on reimbursement forms.

_____ (2) **PACKETS**(original and a copy) **SAVE A COPY FOR YOUR OWN RECORDS!**

_____ Proof of payment needed for purchase(s). Acceptable is a credit card payment slip(s) or credit card statement(s) or a copy of front and back of processed check.

_____ Dated receipt should be between the period of **7/1/22 to 05/15/23**.

_____ Sales tax is not reimbursable.

_____ **ORIGINAL** itemized receipt or invoice or registration form needed for check(s)/credit card payment(s). We have no way of knowing if sales tax was charged or not from a check or credit card statement **(Sales tax is not reimbursable.)**

*** If ordering online, especially if you are submitting on May 15th, make sure the delivery of your item(s) are before May 15th. Ordering on May 15th doesn't constitute having the item in your hands.**

_____ Receipt should be legible and contain a date.

_____ **ITEMIZE** each vendor purchase on the Reimbursement Detail sheet and calculate the amount(s).

_____ Loose original receipts must be **stapled** to an 8 x 11 sheet of paper, with **dates and amounts circled**, otherwise they will **be returned to you and delay the process**.

_____ **Course completion reimbursements requirements** at the Business Office level:

(3) CHECK OFF POINTS FOR REIMBURSEMENT:

1. PROOF OF PAYMENT
2. NAME OF COURSE
3. PROOF OF COMPLETION

*Proof of completion **before you send in reimbursement request** that might consist of a certificate, letter from institution on official letterhead, or a **copy** of the transcript you sent to Personnel. Be sure that the **payment** of a course that you take in the summer of the current fiscal year is **dated on or after July 1st**.

*PLEASE SUBMIT FORMS IN A TIMELY FASHION, ESPECIALLY THE LAST DATE (MAY 15^H, 2023) Hand carry to Business Office, if you don't believe your forms will arrive on time. ***It has come to our attention that multiple forms are being submitted AFTER sending in your forms that requires multiple adjustments to your ORIGINAL requested amount. Please make sure the submitted form is your ONLY submission, as later forms will not be honored.**

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