

Zeeland Public Schools

Statement of Reimbursed Expenses

2015-16 School - Reimbursements to Staff

| | | |
|----------------------------------|----|-----------|
| Mileage | | 36,117.33 |
| Teacher Professional Development | | 22,570.21 |
| Classroom Supplies | | 574.99 |
| | | <hr/> |
| Total | \$ | 59,262.53 |

2015-16 Board Member Reimbursements

| | | |
|-------------|----|---|
| Conferences | \$ | - |
|-------------|----|---|

All employees are required to use purchase orders, school accounts, or school credit cards when making classroom supply purchases. At times vendors will not accept a purchase order and will only accept credit card payments. ZPS school credit cards are strictly monitored and have limitations based on MCC codes, if a school credit card is denied due to vendor MCC code, employees are instructed to get pre-approval by the district accountant or Director of Finance before a purchase is to be made on an employee's personal bank account or credit card.