



## ADLC Procedures Manual AP 20-3

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### ADLC Expense Claim Approval Process

Employees are expected to submit expense claims monthly which include all expenses incurred during the month. Exceptions will be allowed where because of unusually high expenses incurred the employee may be placed under financial strain.

Credit Card and Purchase Card holders verify, reconcile, and sign/initial their own statements, attaching corresponding receipts.

Meal receipts must include the actual itemized receipt of food purchased, not just the credit card receipt. If food was purchased for anyone other than the cardholder, the names of the individual(s) must be written on the back of the receipt. Credit/Purchase card purchases are intended for regular, full meals; per diems are in place to address small or cash food purchases.

All statements will have a minimum of three signatures prior to being forwarded to Finance for payment. (Card Holder/Admin Assistant/Supervisor)

Below is a listing which shows the staff member who has primary approval of expense claims and the staff member who signs the expense claim to ensure it is accurate and equitable for all.

<b>School Staff Member</b>	<b>Primary Approval</b>	<b>Accuracy/Equity</b>
Director	Assistant Superintendent	Admin Assistant to ADLC Assistant Superintendent
Principal	Director	ADLC Principals Admin Support Team
Associate Principal	Principal	ADLC Principals Admin Support Team
Certificated Staff	Principal	ADLC Principals Admin Support Team
School Support Staff	Principal	ADLC Principals Admin Support Team

**Other Units on the Organizational Chart**

<b>Staff Member</b>	<b>Primary Approval</b>	<b>Accuracy/Equity</b>
Technology Coordinator	Director	Technology Admin Assistant
Communication Coordinator	Assistant Superintendent	Admin Assistant to ADLC Assistant Superintendent
Assistant Secretary Treasurer	Assistant Superintendent	Admin Assistant to ADLC Assistant Superintendent
Central Services	Associate Secretary Treasurer	Admin Assistant to ADLC Assistant Superintendent
Technical Support	Technology Coordinator	Technology Admin Assistant
Admin Assistant to ADLC Assistant Superintendent	Assistant Superintendent	ADLC Principals Admin Support Team

- Assistant Superintendent signs in absence of Assistant Secretary Treasurer and/or Communications Coordinator
- Director signs in absence of Assistant Superintendent or Technology Coordinator
- Principal signs in absence of Director
- Associate Principal signs in absence of Principal.