Guide for Reimbursement

The Cleveland Heights-University Heights City School District (CH-UH) has a well-defined, transparent and accountable process for releasing funds. Following are reminders of the CH-UH process for smooth reimbursement of approved purchases.

INITIAL STEPS

- 1. A requisition must be entered to create a purchase order (PO). The purchase order is necessary for reimbursement or payment for all service and materials/supplies.
- 2. The purchase order MUST be in place prior to the placement of ANY order or delivery of ANY service per the Ohio Revised Code (Sections 5705.41 and 5705.44). Work with the Project Director/Budget Manager to ensure a purchase order is opened.
- 3. Through this process, a vendor number will be assigned to each organization seeking payment and/or reimbursement.
- 4. The purchase order should detail all elements of the purchase based on the best available knowledge.
 - a. <u>Materials/supplies</u>: if materials or supplies are ordered, be sure to use the most recent catalog or internet pricing. Be sure to include all additional costs and a percentage for delivery. If there is no delivery estimate, add 15% of the cost of the order for delivery.
 - b. <u>Service</u>: for service (such as professional development sessions) include the cost per session (or hourly rate), the number of anticipated sessions, number of hours and anticipated dates.
- 5. CH-UH does not pay for items purchased or services rendered PRIOR to the creation of a purchase order. Reimbursements are paid for approved POs after evidence of purchase and payment has been provided.

PAYMENT/REIMBURSEMENT

- 1. <u>Payment to the supplier</u>: if the PO is set up to the supplier, forward the packing slip to the Project Director/Budget Manager with your approval. For example, on the packing slip write "All items received. OK to pay," sign and date. Make a copy for your records and send the packing slip to the Project Director/Budget Manager.
- 2. <u>Reimbursement for materials/supplies</u>: if the PO is to a third party, the third party should create an invoice that includes the CH-UH PO number and attach store receipts or copies of the invoice for materials/supplies from the vendor and the check that paid the invoice as evidence of payment. Forward to the Project Director/Budget Manager for approval and payment.
- 3. <u>Reimbursement for services</u>: the invoice for service reimbursement should include information such as the dates the service was provided, hourly rate, number of hours and a copy of the check showing payment for the service.

All information should be clearly documented and include evidence of payment for reimbursement. Be sure to keep copies of all documents. Work with the Project Director or Budget Manager if there are any questions. Contact the CH-UH Finance Department for clarification or examples.

Following are three examples from the CH-UH district files that were approved for payment. All personal information was marked out but these examples indicate the kind of information needed for approval and payment of three types of PO:

- 1. Payment by invoice (and the type of information for the invoice) for consulting services provided.
- 2. Payment for a third-party service.
- 3. Reimbursement for rent payments.





BLANKET PURCHASE ORDER RELEASE

Cleveland Hts.-University Hts.
City School District

WARNING - DO NOT ACCEPT FROM AN UNAUTHORIZED USER!

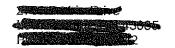
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Professional Education Consultant

INVOICE

Every child deserves the best teachers.



INVOICE # 181 DATE: May 4, 2011

Bill To:

Cleveland Heights- University Heights Board of Education 2155 Miramar Boulevard University Heights, OH 44118

Attn: Kelly Stukus

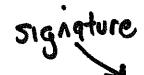
For: Leadership Coaching Instructional Coaching Professional Development

Design Work

DESCRIPTION	AMOUNT
April 2011 Coaching Invoice - 1 day @ \$800	\$800.00
April 6 at Fairfax Elementary	
Work included the following:	

- · One-hour sessions
- · Tuning a Plan protocol
- Each grade level had one person prepared to share a lesson/unit plan that had not been taught yet.
- · Presenters developed the framing question based on their needs
- Members provided affirmation and suggestions for the work
- Teams report successfully using the protocols learned in session 1

No follow-up training sessions have been scheduled with Mr. Wasser at this time.



TOTAL

\$800.00

Make all checks payable to Invoices payable monthly. Thank you.

If you have any questions concerning this invoice, contact B



Phone: 2 177 E-mail:

 Invoice No
 314

 Date
 8/4/2011

 Due Date
 8/19/2011

Bill To
Cleveland Heights-University Heights City
2155 Miramar Boulevard
Attn Accounts Payable
University Heights, OH 44118-3397

			P.O. N	lumber
Quantity	Item Code	Description	Price Each	Amount
15	TUTORING803	Hebrew Academy Summer Title I: Title I Targeted Intervention Services	7000	200
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Townsend Rebecca

From: Adrienne Polacek [Adrienne@birchservices.com]

Sent: Thursday, August 04, 2011 1:48 PM

To: Pardee Sue

Cc: drmeyers@orenmeyers.com

Subject: FW: Hebrew Academy Title I Invc 314

Forwarding the attached approval.

Thank you, Adrienne

From: Michele Weiss [mailto:WeissM@hac1.org] Sent: Thursday, August 04, 2011 1:41 PM

To: Adrienne Polacek

Subject: RE: Hebrew Academy Title I Invc 314

Ok to pay

Michele Weiss Controller

Nebrew Academy of Cleveland (210) 321-5838 ext. 143

From: Adrienne Polacek [mailto:Adrienne@birchservices.com]

Sent: Thursday, August 04, 2011 1:31 PM

To: Michele Weiss

Cc: s_pardee@chuh.org; drmeyers@orenmeyers.com

Subject: Hebrew Academy Title I Invc 314

Please find attached an invoice to Hebrew Academy for Title I instruction as well as the relevant timesheet(s). Please indicate if you approve of this invoice.

Regards, Adrienne

Sent for Oren Meyers, Ph.D. www.orenmeyers.com 216-570-1597

A+ Learning and Development Centers «» Timesheet

Date	Start Time	End Time	77-1-111	
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Name of Teacher/Therapist;	Signature of Teacher/Therapist:
A	One Parish
Facility/Program: Hebrew	Academy 0
I certify that the above named co	ntractor was present for the dates and times
Administrative Signature	7/29/11 Date
Transmissionary orginatore	Duv

Please Fax to (440) 543-1774 or scan, then email to timesheets@aplusidc.com

At Learning and Development Centers, U.C. 3659 Green Road • Snite III • Bapchwood, OH 44122 218-570-1597 • www.apluside.com

Payperiod 7/11-7/29 Timesheet Due 7/29



A+ Learning and Development Centers & Timesheet

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		Total hours or	fhis timesheet	13	fin

Student was absent 7/12 and 7/13 - Camp field trip
Name of Teacher/Therapist:
Signature of Teacher/Therapist:

Facility/Program: HAC Title I Summer School

For Title 1: 1 certify that the above named times specified,	contractor was present for the dates and
- Karl	7/29/11
On Site Supervisor Signature	Date

Please Fax to (440) 543-1774 or scan, then email to timesheets@aplusidc.com

At Learning and Development Centers, LLC 8859 Green Road - Script 222 - Bandhamad, CHT 44190

A+ Learning and Development Centers «» Timesheet:

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Facility/Program: Lebrew	Academy of Clevelano
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I certify that the above named contractor was present for the dates and times specified.

Administrative Signature

Administrative Signature

Date

Please Fax to (440) 543-1774 or soan, then email to timesheets@apluside.com

A- Learning and Development Compers, LLC 2689 Green Rouge Same 222 " Beachwood, Off A4122 216 579 1897 - Howard Leidanson 4100011440



A+ Learning and Development Centers «» Timesheet

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For Title I: I certify that the above named contractor was present for the dates and times specified,

On Site Supervisor Signature

Date

Please Fax to (440) 543-1774 or scan, then email to timesheets@aplusidc.com

A+ Learning and Development Centern, LLC 8658 Green Rond • Suite 222 • Benchwood, OR 44122 216-576-1597 • www.apluside.com A+ Learning and Development Centers «» Timesheet

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Please Fax to (440) 543-1774 or scan, then email to timesheets@aplusidc.com

> A+ Learning and Davelopment Centers, LLC . 6668 Gram Road - Sulta 222 - Benchward, OH 44122 216-676-1867 - www.apheldc.com

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NOBLE ROAD PRESBYTERIAN CHURCH

2780 NOBLE ROAD AT KIRKWOOD CLEVELAND HEIGHTS, OHIO 44121 TELEPHONE: (216) 382-0660

October 6, 2010

Cleveland Hts.-University Hts. Board of Education Adult Basic Education and Literacy Program 14780 Superior Road Cleveland Hts., OH 44118

Reimbursement of Custodial Services \$8.50 per room used per day 40 rooms used in month of September

Total: \$340.00

for ESOL Classes at Noble Road Presbyterian Church

Please remit to:

Noble Road Presbyterian Church 2780 Noble Road Cleveland Heights, OH 44121

