

Webberville Community Schools

Bylaws & Policies

6320 - PURCHASING

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

M.C.L.A. 380.1267, 380.1274 et seq.

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Administrative Guidelines

6320H - MILEAGE REIMBURSEMENT

Complete [Form 6320H F1](#) as follows:

** Date	Type date of mileage requesting reimbursement took place.
** From/To	From what destination to what location.
** Mileage	Miles driven.
** Total Mileage	Total all miles driven.
** Total Mileage Reimbursement	Total miles x 40.5 per mile.
** Employee Signature	Must have signature or will be returned.
** Principal/Supervisor Signature	Must have signature or will be returned.
** Account Number	Principal or supervisor will assign account number.

When completed, submit two (2) copies of the form to the Business Office monthly.