

Procedures: Reimbursement for Purchases

Date Written: 08/09

Date Revised:

Sumlar Therapy Services, Inc.

An employee may turn in a request for reimbursement when she has purchased items at the request of, or with prior approval from, the OA or Executive Director, or if they are requesting reimbursement for their allowance for therapy items.

Employees are to complete the *Reimbursement Form*, attach a copy or the original receipt, and turn in to the OA. Faxes and scans are acceptable.

Reimbursements will be dispersed at the next pay period as part of the employee's paycheck, unless prior arrangements have been made with the Executive Director.