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MEMO

TO: Huron Valley Schools Staff

FROM: Huron Valley Schools Business Office
Heather Carignan, Director of Finance

DATE: August 25, 2026

RE: Purchasing and Expense Reimbursement Guidance

Purchases made on behalf of Huron Valley Schools can be done in multiple ways. Purchases of \$500 or greater require an approved purchase order in the vendor's name prior to purchase. Every vendor must have a Form W-9 with a valid business name and tax identification number on file prior to making a purchase. HVS does not pay individuals for services. Your Building or Department Office Coordinator can assist with this.

Building and Department Office Coordinators place orders and submit invoices for payment by accounts payable check. Purchases made from Amazon, School Specialty or Staples should be placed by Office Coordinators using Punch Out Web Shopping which offers preferred pricing, sales tax exemption, and is paid by accounts payable check. Reimbursements to District Contracted Services coaches should be given to Athletics or Rec & Ed Coordinators to submit as a check request or purchase order.

Each building or department has access to a District Purchasing Card which can be used for purchases less than \$500, and for conference registration and travel expenditures.

HVS [Employee Reimbursements](#) are submitted online. Questions regarding the Employee Reimbursement Form can be sent to Natasha.Tesic@hvs.org. Employee reimbursements are meant for mileage or tuition since most other purchases can be made through the methods listed above. Mileage is reimbursed at the IRS mileage rate, and should be calculated based on mileage driven after subtracting your daily commute to work. Purchases of gasoline will not be reimbursed.

Michigan public school districts do not pay sales tax on most purchases. Please request a sales tax-exempt form through your Building or Department Office Coordinator prior to making a purchase. Sales tax paid will not be reimbursed by the District.

Reasonable judgement should be used when purchasing a meal during an overnight stay that was pre-approved by your supervisor. The government publishes [per diem rates](#) that can be used to determine reasonable rates. If a receipt contains alcohol the entire purchase will be disallowed.

In general, purchases of food or gifts using public funds is unallowable.