



Purpose: To provide guidelines for Trustees when making purchases for Winchester Academy and for submitting expenses for reimbursement

Policy:

- To the extent possible, use businesses that we have an account with and will bill us. Obtain a receipt for the items purchased and submit it to the Treasurer. Businesses we have accounts with, and have sales tax exemption forms from us, include:
 - BookCellar
 - Chain O' Lakes Litho
 - Chain Portables
 - Comfort Suites
 - Crystal River Inn
 - Firefly Floral
 - Framing by Preston
 - Liquidators
 - Office Outfitters
 - Piggly Wiggly
 - Simpson's
 - Subway
- Work with the Treasurer or Executive Director to create and file State of Wisconsin Department of Revenue form S-211E for vendors not listed above for large purchases or if we expect to do ongoing business with them and have them bill us. This form verifies to the vendor that WA is a non-profit corporation exempt from state sales tax. It is the vendor's responsibility to maintain this form in their files to justify why sales tax was not collected. A sales tax exemption can only be used for purchases paid for by Winchester Academy checking accounts, i.e., you cannot ask a vendor to not collect sales tax for something you paid for with a personal credit card, cash, or check.
- Do not co-mingle purchases for Winchester Academy with purchases for personal use. Obtain separate receipts for reimbursable expenses.
- Submit receipts timely, w/in 30 days of incurring the expense

Process:

- Sign and date an invoice or receipt from a vendor, and indicate the budget category of the expense. Submit to the Treasurer at the earliest opportunity. The Treasurer writes a check to the vendor, records it in the Treasurer's report, and mails to the vendor.
- For expense reimbursement, tape small receipts to an 8-1/2 x 11 sheet of paper and itemize on an Expense Reimbursement Request Form – samples attached. Multiple items may be claimed on one form. The Treasurer will issue a check to the Trustee and hand deliver at a convenient time or mail to the Trustee.