

Expense Reimbursements

Monthly Expense Claim form (25)-87 should be completed, fully approved and forwarded to Fiscal Services. A Galaxy requisition is no longer required.

However, purchases for the following should be handled through Purchasing Services via the submittal of a Galaxy requisition and are not reimbursable:

- art supplies
- gift cards
- toner cartridges
- equipment
- items that are available through the District Warehouse.