

Family Resource

Financial back-up Guidelines

Upper level Compliance Finance

Vicki Hill, Manager

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- **Shoe purchase** if over \$90.00; needs registration of sport or activity. Other wise will be reimbursed \$90.00 allowable; if on-line purchase is made, the delivery must be accompanied with request.
- **Online purchase** must have delivery showing and proof of payment with back-up showing reason for purchase.
- **A narrative** of requested purchase and back up showing the activity and reason for purchase. Such as Cabelas utilizing for Canoe Journey or other organized activities.
- **Clothing**, must have back-up showing the reason for purchase with registration as well.
- **Cultural** requests must have a narrative of request and back up of activity showing usage of the request. (Invoiced & payment method)
- All request **must show the purchase method on invoice** with students name on the invoice and description of dates and classes or activity ***itemized.***
- **Portal payments** must have individual invoicing and or payment per each student. If this has multiple students you must divide and show amounts per each student on a separate paper or excel sheet.
- **Private school** you must have: Applications, Invoice, grades, acceptance letter tribal ID and lifelong learning policy signed yearly
- **Tutorial** must have Education application, invoice with student's name, description of tutoring subject, attendance sign in sheet of classes; payable after services rendered.
- ***Scan all together, this way it will not be lost or missed for your request. We get a large amount of emails and this can happen easily.***
- ***If we receive incomplete applications we will return to you for completion.***