



TAYLOR
SCHOOL DISTRICT
Leader in Education

13500 Pine Road, Taylor, Michigan 48180 - Phone: 734-374-1200

EMPLOYEE REIMBURSEMENTS

Note: A requisition should be entered into the SMART System in anticipation of receiving a reimbursement.

1. Enter a “STD” purchase order/requisition request into the SMART System.
2. Identify an account string within your approved budget.
3. Explain what will be purchased.
4. Estimate the cost.
5. After the purchase order is approved the employee can make the purchase.
6. Submit the receipts and the reimbursement will be processed using the approved purchase order.
7. Upload associated invoice or receipts to support the reimbursement amount.

Dr. Edwina Hill, CFO