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ELECTRONIC APPROVAL PROCESS FOR PRINCIPAL REIMBURSEMENTS

The Division of Financial Operations (DFO) in partnership with the Integrated Service Centers (ISC) has developed an electronic approval process for Principal reimbursements. This enhancement, which will be effective October 3, 2007, will replace the traditional hard copy approval previously used by Superintendents.

Please [CLICK HERE](#) to view facsimiles of the screen enhancements.

The following highlights **only** the changes that have been incorporated into the current SIPP process:

- School initiators must enter the SIPP payment on behalf of the Principal.
- **For reimbursements that are \$500 or less:** Before payment is posted by the Principal, an electronic approval request will be generated and automatically sent to the respective Superintendent.
- **For reimbursement above \$500:** Before payment is posted by the ISC, an electronic approval request will be generated and automatically sent to the respective Superintendent. In addition, all transactions above \$500 will require that appropriate documentation be submitted to the appropriate ISC.
- Superintendent will have the option to approve or disapprove.
- The appropriate action taken by the Superintendent will automatically be emailed to the Principal, and populated in the portal's approval screen. The approval screen has been modified to display status and will only allow payment to be posted upon approval.
- Any financial errors will be re-directed to the initiators for appropriate corrective action, and must be re-submitted to the Superintendent before payment can be posted.

Please contact your ISC if you have any questions.