

**PITT COUNTY SCHOOLS  
FACILITY SERVICES**

**TO:** All Principals  
**FROM:** Matt Johnson, Executive Director of Operations  
**DATE:** January 25, 2017  
**SUBJECT:** Lawn Care Reimbursement Policy-2017-2018

Lawn care expenses for the 2017-2018 school year will be reimbursed by the Facility Services department as follows:

**SCHOOL ALLOCATIONS**

\$ 500.00 – High Schools  
200.00 – Junior high schools (including middle and K-8 schools)  
100.00 – Elementary schools (those without Athletics are \$200.00)

**FUND RESTRICTIONS**

Reimbursement will be made for the following allowable items only:

1. Gasoline
2. Diesel Fuel
3. Motor Oil
4. Transmission Fluid
5. Roundup
6. Pine Straw

**DISBURSEMENT OF FUNDS**

NOTE: This is a reimbursement only. The principal of the school is asked to pay the invoice and submit it to the Facility Services Department on a quarterly basis for reimbursement. Invoices must be signed, dated and submitted no later than the dates listed below. If the invoice is received after the date indicated for a quarter, it will be processed in the next quarter. Any invoices received after May 21, 2018 will not be reimbursed. If convenient, the school may pick up items listed from Facility Services.

First Quarter	-	October 9, 2017
Second Quarter	-	January 8, 2018
Third Quarter	-	March 26, 2018
Fourth Quarter	-	May 21, 2018

cc: Matt Johnson  
R. Warren  
D. Price  
All Principals  
All Bookkeepers