

**Updated Reimbursement Procedure - SFC Parents Association
December 2016**

1. Ensure that your budget is approved by PA Co-Chairs. An email verifying the budget is a good way to clarify.
2. ***You must retain and submit all ORIGINAL receipts in order for the SFC to process a reimbursement through the College Accounting Department.***
3. Email your intent for reimbursement with the dollar amount, an attached photo of all receipts and your mailing address to following:
bankstreetpatreasury@gmail.com, lguarino@bankstreet.edu,
kisles@bankstreet.edu.
4. Submit original receipts and mailing address directly to Kecia Isles, in the Dean's Office, 3rd Fl. Kecia will submit your reimbursement request to the College's Accounting Department.
5. The reimbursement could take several weeks to arrive at your home.