

## **Reimbursement Guidelines for Parents' Club**

- Please complete a ***Reimbursement Request Form (Parents' Club)*** found in the school office or on the Holy Rosary School website:
  - Indicate budget category (i.e. Room Parent, Hospitality, PATS, etc.)
  - Have chairperson or Parents Club officer approve and sign.
  - Attach **original** receipts (please take a copy, if you would like).
  - Submit request to Jennifer MacDonald by dropping off the form and all receipts to the rectory office or school office.
  
- Requests will be processed within 7 days

If you have any questions, please contact Jennifer MacDonald at (206) 937-1488, ext. 211 or email: [jmacdonald@holyrosaryseattle.org](mailto:jmacdonald@holyrosaryseattle.org)