



# Pre K - 12<sup>th</sup> Grade Reimbursement Procedures

1. Any parent seeking reimbursement from Mac PAC, Pre K – 12<sup>th</sup> grade, must complete a Mac PAC Reimbursement Form and attach all original receipts. The form and receipts should be submitted to any school office. The form can be found on the Mac PAC page of the BMCS website. All forms can be requested at any school office. **All receipts MUST be submitted for reimbursement within 30 days from the date of the event.**
2. The School office will forward all Reimbursement Forms/Receipts to the Mac PAC Treasurer for processing.
3. Once the treasurer reviews and verifies all Reimbursement Forms and receipts to the budget, the Treasurer will sign off on the Reimbursement Form and forward to Tricia Surprenant, Director of Finance at BMCS for check issuance.
4. All original Reimbursement forms and receipts will be kept by Tricia Surprenant.
5. Any discrepancies will be handled by the Treasurer and the Mac PAC Vice-Presidents. The Treasurer will contact the Mac PAC Vice-Presidents with the discrepancy and await guidance before issuing a reimbursement. If necessary, the Treasurer will send the Reimbursement Form and Receipts back to the Parent for correction.

**Reimbursement excludes Mac PAC Mondays, as this is not a budgeted Mac PAC event.**

**Parents are encouraged to keep a copy of their receipts or snap a photo for their records until payment has been received.**