

# Guidelines for Requesting Reimbursement of Stallion Athletics Related Purchases

**ALL REIMBURSEMENT REQUESTS MUST FOLLOW THE GUIDELINES BELOW FOR PROOF OF PAYMENT**

1. Fill out Check Request Form [Check Request Form](#)  
(Form can also be found at [www.sjhstallions.com](http://www.sjhstallions.com) → Boosters → Booster Forms)
2. Email completed Check Request Form and original receipts to Athletic Director, Farrel Moore, at [fmmoore@capousd.org](mailto:fmmoore@capousd.org)
  - a. Receipt must be itemized and include only items purchased for SJHHS. If purchasing personal items at the same time, please make two separate transactions. If submitting a restaurant receipt, it must show the food items. Alcohol is not reimbursable.
  - b. Receipt must show the proof of payment and/or receipt of goods. (Statements, quotes, order forms, “your order has been shipped” print-outs, etc are not acceptable)
  - c. When submitting for Amazon.com purchases, please do the following. From your Amazon account, go to:
    - i. “Your Account”
    - ii. “Your Orders”
    - iii. “View Order Details” (find this on the right side of the “Your Orders” page)
    - iv. “View or Print Invoice” (find this on the right side of the “Order Details” page)
    - v. “Final Details for Order #\_\_\_\_\_”
    - vi. Print the “Final Details” page to use for submitting a reimbursement request
  - d. If submitting reimbursement from multiple vendors, please include a detailed list of each vendor and amount per receipt
3. Check Request will then be sent to Head Coach for electronic approval and then routed to Stallion Booster Treasurer Denise Harshman.
4. Check Requests generally take 2 weeks to process so please plan ahead!

**\*\*For questions regarding check requests, please contact Booster Treasurer, Denise Harshman, at [dhharshman@ocde.com](mailto:dhharshman@ocde.com) or (949) 702-6337**