

FHE Scrip Boosters

Reimbursement Policy

1. PURPOSE

To allow for direct reimbursement to parents/guardians enrolled in the FHE Scrip program who have incurred school related expenses that were not payable directly to FHE, or to reimburse a parent/guardian for an FHE payable expense that was not initially paid with Scrip.

2. REQUIREMENTS

- a. The person requesting reimbursement must have an active FHE Scrip account with a balance sufficient to cover the full amount of the reimbursement request.

3. PROCEDURES

- b. A "Reimbursement form" must be completed on www.fhescrip.com under "forms" then "reimbursement" Link: <https://www.fhescrip.com/cash-out-request>
- c. A copy of the receipt/proof of payment must be uploaded with the Reimbursement form where indicated. This is the only way receipts will be accepted, not via text or email.
- d. Reimbursement checks will be processed every Scrip order cycle, which is approximately every week, with longer breaks that coincide with the holiday schedule of Forest Hills Public Schools.
- e. Checks will be available for pickup in the FHE High School office on the same dates that orders come in, which are shown here. Calendar Link: <https://www.fhescrip.com/calendar>

4. APPROVAL POLICY

The requirement per the By Laws for FHE Scrip Boosters is that funds be used to support and enhance your dependent's education. That could be widely interpreted, so our policy is to have all reimbursement requests approved by a member of the Scrip Board of Directors.

Examples of requests that are certain to be approved include:

- School photos through FHE vendor, Geskus Photo
- Instrument rentals for FHE Band or Orchestra (Meyer Music, etc.)
- School trips through FHE vendor WorldStrides
- Classes and activities purchased through FHPS' Enjoy Learning program
- Victory Apparel for Spirit wear and sport uniforms
- AP testing fees and SAT prep courses
- Graphing calculator and book purchases that are required for math and English courses

Requests that are questionable (e.g., athletic shoes, training camps, general school supplies, senior photos) will be reviewed on a case by case basis and either deemed denied or approved by a vote of the Board. If a request is denied, the requestor will be notified within 2 weeks.