

## **SFCC FSA REIMBURSEMENT POLICY**

When seeking reimbursement for items purchased for SFCC, please complete the "FSA Reimbursement Request Form/Direct Payment Form."

Please attach your receipt(s) and/or other supporting documentation you might have regarding the purchases.

The reimbursement form must be submitted to the SFCC Accounting Office no later than thirty (30) days from the date on the receipt(s) and/or documentation.

SFCC cannot process any forms submitted after thirty (30) days have elapsed.