



The San Diego Neighborhood Homeschools accounts payable department would like to advise you of its payment procedure. Please note that this procedure will be adhered to beginning July 1, 2015.

Parent reimbursements: Parents of students attending the school will be given the limit amounts of purchases that may be made for student classes and materials. After the parent has made the purchase and/or payment for classes, the parent must complete a Class Reimbursement form and submit the form together with the payment original receipt to the school's Director to be processed for payment.

Tutor payments: Tutors must complete a Tutor payment request form and submit the completed form together with the list of tutored students, parent signature, dates and hours to the school's Director for authorization.

Payment dates: All accounts payable payments to employees, parents and tutors will be paid **within thirty (30) days** of the date which the completed required forms are submitted to the school's office. Please note that payment will not be processed until all the required paperwork is submitted and the 30 day timeframe will begin on the date of the submission of the completed paperwork.

Any exceptions to this procedure may be made with the authorization of the SDNHS's Executive Director.

Any questions and/or concerns can be submitted to the SDNHS accounts payable e-mail at sdnhap@outlook.com

San Diego Neighborhood Homeschools School Year Classes / Materials Policies

Final Date to submit any Class or Material reimbursement forms is the Last day in May. Reimbursement forms for the month of June will not be approved.

Class Reimbursements

1. SDNH provides \$70 monthly per student for Classes. There can be no rollover, accumulation or retroactive payments for Classes. For example, \$70 for the month of September is for September only.
2. Vendor/Provider: provides services such as karate lessons, horseback riding, music instruction etc. and provide original invoice.
3. The Vendor (**cannot be a family member**) must submit an updated W-9 form each year.
4. Classes apply only from **September to May**.

Parent Reimbursements

5. Reimbursements of **Classes** paid by parents must be submitted in thirty days.
Reimbursement are paid in 30 business days upon original receipt.
6. Reimbursements of **Books** and **Materials** paid by parents must be submitted within thirty days of purchase.

Reimbursements are paid in 30 business days upon original receipt.