

SJB Home & School Association

Check Request Process

Email:

Sue O'Hanlon
sohanlon@sjbde.org

HSA
sjbhsa@sjbde.org

- E-mail copy (photo or scanned copy) of your receipts to: SJBHSA@SJBDEL.org and Sue O'Hanlon at: sohanlon@sjbde.org. Include your name, mailing address and HSA event name that the expenses are for.
- Put original receipts in envelope, please include: Attn: Sue O'Hanlon, your name, HSA event name and the amount requested for reimbursement on the front of envelope.

This envelope can be dropped off during business hours to the Vianney house. After hours, envelope can be put in the mail slot at the Vianney house, in the collection plate at church or brought to HSA monthly meetings. ***Please do not send through the school office.***

- Once the expense has been approved and submitted for payment, you will be copied on the approval email.
- Sue O'Hanlon will send an email to notify you that your check is ready for pick up at the Vianney House.

Turn-around time is usually within 7-10 days.

- All receipts must be submitted within 30 days or you will not be reimbursed for the expenses.
- If there are any issues, please contact HSA and Sue via email.



Student Life
Community Life