Parents' Club of Stanford University

Reimbursement Form 2021-2022

Please mark invoices "paid." This is required for reimbursement.:

Your Name:

Mailing Address:

Phone: Email:

Category*	Description of Items Purchased	Vendor/Store	Date of Receipt	Amount
			TOTAL AMOUNT FOR REIMBURSEMENT $	

*Categories are: Board Administration, Jam, Mother's Day Cards, Merchandise Items, Summer Mailing, Welcome Reception, Holiday Luncheon, Spring Social, June Luncheon, New Student Orientation, Family Weekend, Extravaganza, Admit Weekend, On-campus Deliveries, On-campus Delivery Supplies, Web Services, Insurance, Tax Preparation.

We are using an all-digital reimbursement process. Please scan in your receipts and/or invoices marked Paid' and email them with this completed form to hongmeichen@hotmail.com.

This email address can also be used for any questions. Thanks!