



Reimbursement Request

Please complete this form and leave it in the Treasurer's folder for reimbursement. Sales tax will not be reimbursed - as a PTAC we are exempt from paying sales tax on purchases for school use. If you need a copy of the exemption certificate, or have any questions, contact: Bobbi O'Donnell - TreasurerNiwotPTAC@gmail.com

Name (for check): _____

Delivery address (for check): _____

Contact phone number: _____

Email: _____

Date Submitted: _____

**** PLEASE ATTACH RECEIPTS/INVOICE ****

| Items or services purchased for PTA Program/event | Amount \$ (excluding sales tax) |
|---|------------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Total amount due | \$ _____ |

Principal approval (if required): _____

| PTAC Treasurer's Use Only | | |
|---------------------------|---------------|-----------------|
| Date Paid: _____ | Check # _____ | Amount \$ _____ |
| Account(s) debited: _____ | | |
| _____ | | |
| _____ | | |