

2024-2025 Trojan Belles Reimbursement Request Form

Reminders:

- Please submit this form within **TWO WEEKS** of the purchase
- Include original & itemized receipts, photo copies are not accepted by the bookkeeper
- No purchases should be made without prior approval. Please communicate directly with Kelli Highsmith, Booster Club Treasurer for all **BOOSTER CLUB** purchases: Kellinash@gmail.com. Please communicate directly with Kayla Orton, Belles Director for all **TROBEL** purchases: kayla.orton@austinisd.org.
- Sales tax is not reimbursable. Please print a copy of the Sales Tax Exemption Certificate and use it when you make purchase on behalf of our organization.

Purchase Information

Date of purchase: _____ Total amount to be reimbursed (no sales tax): _____

Description of Purchase:

Location(s) of Purchase:

Reimbursement Information:

Name: _____

Phone Number: _____

Address (including zip code):
