

2019-2020 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 Diane Bilby, Booster Club Treasurer for all BOOSTER CLUB purchases: diane@bilbies.net. 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): _____
