

# Kealing PTA REIMBURSEMENT FORM - 2020-2021

email to [treasurer@kealingpta.org](mailto:treasurer@kealingpta.org) or send by mail to Kealing Treasurer, P.O. Box 27672, Austin TX 78755

Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Date of request: \_\_\_\_\_  
Date check needed: \_\_\_\_\_  
Make check payable to: \_\_\_\_\_  
Account to be debited: \_\_\_\_\_

\* if you don't know what account to charge, describe what the purchase is for.

If your invoice reflects more than one account, please identify each and the amount that should be deducted from each.  
Remember to use the sales tax exemption certificate when purchasing items for PTA use.  
SALES TAX WILL NOT BE REIMBURSED.

Item	Place of Purchase	Amount

Total \$ \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

## **Treasurer's Notes:**

Invoice Received: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_

Amount: \_\_\_\_\_

Category: \_\_\_\_\_

**Scan/Attach Receipt(s)**