

Kutz Home & School Association

Request for Reimbursement Form

- **Please submit reimbursements within 30 days of purchase and prior to June 20, 2018.**
- **Reimbursements will only be issued with a completed form and receipt(s).**
- **You will not be reimbursed for any PA sales tax paid.** Our organization is exempt from paying PA sales tax on purchases made directly for H&S. Please show our tax exempt certificate prior to paying for any items or services. If a receipt is received with tax, you will only be reimbursed for the item amount.

Date of request:

Who is requesting reimbursement?

What is your committee name?

How can I contact you? Email address or phone

Who should the check be made out to?

Where should the check be sent?

What is the total amount to be reimbursed/paid?

What was purchased and for what purpose
(general explanation – please attach all receipts)?

Were you charged tax on the purchase?

→ Yes → No

Is this purchase been approved by committee head?

→ Yes → No

Is this purchase within your committee's budget?

→ Yes → No

Please attach **all receipts** and mail this form to:

Tina Brunetti

15 Cornerstone Court

Doylestown, PA 18901

You can also scan this form and **all receipts** and send to: tinabru2@verizon.net

For Internal Use Only

I approve this reimbursement:

Dr. Nadine Garvin