

# Kutz Home & School Association

## Request for Reimbursement Form

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- **Please submit reimbursements within 30 days of purchase and prior to June 20, 2020.**
- **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:

Deb Dee

5014 Kelly Rd

Warrington, PA 18976

Or you can scan this **form and receipts** and send to: [deborahpaige@gmail.com](mailto:deborahpaige@gmail.com)

For Internal Use Only

I approve this reimbursement:

\_\_\_\_\_  
Mrs. Christina Adelberger