

Kutz Home & School Association

Request for Reimbursement Form

- Please submit reimbursements within 30 days of purchase and prior to June 20, 2023.
- 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

Has this purchase been approved by your committee head?

Yes No

Is this purchase within your committee's budget?

Yes No

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

Amy Munn
257 Windsor Way
Doylestown, PA 18901

Or you can scan this **form and receipts** and send to: akmurt@gmail.com

For Internal Use Only

I approve this reimbursement:

Mrs. Christina Adelberger