

WCGS Auxiliary 2019-20

Request for Reimbursement

Date: _____ Amount Requested: \$ _____ NO TAX

Please attach receipts, which are required, for reimbursement. Please do not include sales tax. WCGS is a tax-exempt organization, it is school policy not to reimburse sales tax. Please present a copy of the "WCGS Sales Tax Exempt" letter when shopping. A copy is available in the office.

Committee or Event: _____

Purpose of Expense: _____

Committee Head/ Event Coordinator: _____

Person Requesting Reimbursement: _____

Phone Number: _____

GREEN PAYMENT: Reimbursement will be deposited into your designated account via your email address/phone number: _____

1) _____ Zelle (*Most banks use this service for person to person payment*)

2) _____ Venmo (*3rd party payment app*)

Leave this form with receipts in the WCGS office ATTN: CARRIE LYNN REEDER,
OR Scan form and receipts and Email to: WCGS.AuxiliaryTreasurer@gmail.com.

You can request additional Reimbursement Forms or Tax Exempt Letters at
WCGS.AuxiliaryTreasurer@gmail.com or in the office.

For Auxiliary Use:

Date Paid: _____ Pymt Type: _____

Payee: _____ Amount: \$ _____

Account charged to: _____ : _____