

# WCGS Auxiliary 2017-18 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: \_\_\_\_\_

Department Head/ Event Coordinator: \_\_\_\_\_

Person Requesting Reimbursement: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_ YES! BE GREEN! Please pay me using Chase QuickPay! Chase will directly deposit the reimbursement into your designated account via your email address: \_\_\_\_\_

OR NOT GREEN Make check payable to: \_\_\_\_\_

Snail Mail check to address: \_\_\_\_\_

Leave this form in the WCGS office ATTN: CARRIE LYNN REEDER, OR Mail it to:

Carrie Lynn Reeder  
103 Travers Avenue  
Wheaton, IL 60187

You can request additional Reimbursement Forms or Tax Exempt Letters at [WCGS.AuxiliaryTreasurer@gmail.com](mailto:WCGS.AuxiliaryTreasurer@gmail.com) or in the office.

For Auxiliary Use:

Date Paid: \_\_\_\_\_ QP or Check #: \_\_\_\_\_

Payee: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Account charged to: \_\_\_\_\_ : \_\_\_\_\_