

Expense Reimbursement

Authorized expenditures are reimbursed within 10 days upon submission of completed reimbursement form.

Note: Treasurer is not authorized to reimburse for sales taxes paid.

Vendors with "Texas Sales and Use Tax Exemption Certificate" on file include:

Home Depot, Office Depot, Lowes, Sam's. Contact treasurer for Sam's Club Card.

Reimbursement of sales tax payments are approved only as follows:

Vendor refuses to accept signed "Texas Sales and Use Tax Exemption Certificate" (attach form stating reason)

Board must approve reimbursement for sales taxes paid.

Sales taxes paid on taxable transactions (meals/hotel occupancy taxes)

Name: _____

Attach Receipts

Address: _____

City: _____ State/Zip: _____

Signature _____ Date: _____

Date	Items Purchased	Chapter Committee	Amount
	<i>Sales Taxes Paid (Board approval required for reimbursement) (Reimbursement Requested: Yes ___ No ___)</i>	Sales Taxes Paid	
	Total:		

Board Authorization for Sales Tax Reimbursement (Yes) (NO)

Committee Chairman's Approval: Date: _____

Chairman's Signature: _____

Attach Check Copy

Posting Information: