



## Westlake High School PTO Reimbursement Request

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Event or Activity: \_\_\_\_\_  
Committee or Budget Line Item: \_\_\_\_\_  
Reimbursement Items:

Item	Amount
<b>TOTAL</b>	

Signature: \_\_\_\_\_

Please attach all receipts. The Westlake PTO does not reimburse for sales tax paid. Please use the Texas Use and Sales Tax Exemption Certificate for all your purchases.

To submit, complete this form and place it in the PTO mailbox at WHS or mail to:

WHS PTO Treasurer  
4100 Westbank Drive  
Austin, TX 78746

Or e-mail form and a scanned copy of your receipts to: [whsptotreasurer@gmail.com](mailto:whsptotreasurer@gmail.com).

Questions? E-mail [whsptotreasurer@gmail.com](mailto:whsptotreasurer@gmail.com).