Westlake High School PTO

Reimbursement Request

Date: _____

Name: _____

Address: _____

_____

Email: _____

Phone: _____

Event or Activity: _____

Committee or Budget Line Item: _____

Reimbursement Items:

DATE	DESCRIPTION	AMOUNT
	Total due	

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 of your purchases.

To submit, complete this form and place it in the PTO Treasurer 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

Questions? Please e-mail whsptotreasurer@gmail.com