

Reimbursement/Payment Request

Please complete this form and leave it in the Treasurer’s folder to request reimbursement for an expense already incurred by you or to request that payment be made to obtain goods or services on behalf of the PTAC.

Please keep in mind that the PTAC is exempt from paying sales tax on purchases for school use. If you need a copy of the tax exemption certificate, or have any questions, contact: Maggie Marcoux: treasurer@niwotptac.org

- Request for reimbursement (check)
- Request for payment by PTAC

Contact	Name
	Phone
	Email

Check	Payable to:
	Mail to:

Signature: _____ Date: _____

**** PLEASE ATTACH RECEIPTS/INVOICE ****

Items or services purchased for PTAC Program/event	Amount \$
_____	_____
_____	_____
_____	_____
_____	_____
Total Amount Due	\$ _____

PTAC Treasurer’s Use Only		
Date Paid: _____	Check # _____ or Credit Card Used	Amount \$ _____
Accounts Debited: _____		