



Reimbursement/Payment Request

Please complete this form and leave it in the Treasurer's folder for reimbursement or payment. As a PTAC we are 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:

Jessica Sekley - TreasurerNiwotPTAC@gmail.com or Eve Bonn - FinancialSecretaryNiwotPTAC@gmail.com

Name (for check): _____

Delivery address (for check): _____

OR Request to use PTAC credit card: _____

Contact name & phone number: _____

Email: _____

Date Submitted: _____

Please circle whether this is a **Reimbursement** or a **Payment**.

**** 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 \$ _____
Account(s) debited: _____		

