



**Highland Park High School PTA
Request for Expense Reimbursement or Expense Check
(Texas Taxpayer # 175-0871728-1)**

Requested action (check one):

- | | |
|--|---|
| <input type="checkbox"/> Reimbursement (receipts must be attached) | <input type="checkbox"/> Pay when invoiced by Payee above |
| <input type="checkbox"/> Cash Advance | <input type="checkbox"/> Pay from attached invoice |

Issue check to:

Payee Name: _____

Postal Address: _____

Date Check Needed By: _____

Item Description & Purpose: _____

Total Amount Requested: \$ _____

Note: Sales tax will not be reimbursed. Use a Texas Sales and Use Tax Exemption Certification at the time of purchase to avoid paying sales tax. As noted on the bottom of the Certificate, tax exemption numbers do not exist and are, therefore, not required for the form to be valid.

Requested by:

Name: _____

Email Address: _____

Position/Committee: _____

Signature: _____

(Certifies that the expense has been budgeted and incurred on behalf of HPHS PTA)

Remember to:

1. Attach all supporting receipts and/or original invoices. Payment will not be issued without proper documentation.
2. **Sales tax will not be reimbursed.** Texas Sales and Use Tax Exemption Certifications should be used for PTA-related purchases only.
3. Mail request & supporting documentation to: Amy Bruns
2732 Milton Ave.
Dallas, TX 75225

Please include a stamped, self-addressed envelope with request.

- OR -

Email request & scanned documentation to: amy.bruns@att.com

