

TWHS Quarterback Club Expense Reimbursement Request

Instructions: Complete this form and attach receipts to support the amount of requested reimbursement. **Keep a copy of your receipts and this form for your records until you have received reimbursement.** Mail form and receipts as directed below.

Be sure to take a copy of the QBC's TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION with you when you shop so that you are not charged sales tax on items you purchase for the QBC.

Mail Reimbursement Requests to:

Amy Hirnsin
TWHS Quarterback Club
6700 Woodlands Parkway,
Suite 230 PMB #650
The Woodlands, TX 77382

Direct Reimbursement Questions to:

Amy Hirnsin, QBC Treasurer
twhsqbc.treasurer@gmail.com

704-804-2048 cell

Date of Request _____ Amount \$ _____

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone # _____ Work/Cell Phone # _____

Email: _____

Vendor _____

Items Purchased _____

QBC Purpose/Activity _____

Comments or Additional Information _____

Signature _____

Office Use Only Date processed _____ Check Number _____