

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.

TWHS QBC does NOT reimburse Sales Tax.

Email Reimbursement Requests & Direct Reimbursement Questions to:

Nicole Miller, QBC Treasurer
twhsqbc.treasurer@gmail.com

713-569-9198 cell

Date of Request: _____ Amount \$ _____

Name of Requestor: _____

Address: _____

Mail Check or Pick Up: _____ Best Phone #: _____

Email: _____

Items Purchased from: _____

Description of Items Purchased: _____

QBC Committee/Activity: _____

Comments or Additional Information _____

Signature _____

Office Use Only Date processed _____ Check Number _____