

WCGS Auxiliary 2023-24 Request for Reimbursement

Date: _____ Amount Requested: \$ _____ NO TAX

Please attach receipts, which are required, for reimbursement. Please do not include sales tax. WCGS is a tax-exempt organization, it is school policy not to reimburse sales tax. Please present a copy of the "WCGS Sales Tax Exempt" letter when shopping. A copy is available from the Auxiliary treasurer or in the office.

Committee or Event: _____

Purpose of Expense: _____

Committee Head/ Event Coordinator: _____

Person Requesting Reimbursement: _____

ELECTRONIC PAYMENT: Reimbursement will be deposited into your designated account via your email address/phone number associated w/ your account:

1. ___ Direct Pay from Providence Bank
 - Provide cell phone # and email address _____
2. ___ Venmo
 - Provide Venmo tag and cell phone # _____

CHECK: Provide name and address for whom you would like the check to be sent:

Leave this form with receipts in the WCGS office ATTN: JENNY LINENGER, OR scan form and receipts and email to: WCGS.AuxiliaryTreasurer@gmail.com.

You can request additional Reimbursement Forms or Tax Exempt Letters at WCGS.AuxiliaryTreasurer@gmail.com or in the office.

For Auxiliary Use:

Date Paid: _____ Pymt Type: _____

Payee: _____ Amount: \$ _____

Account charged to: _____ : _____