

2024-2025 WCGS AUXILIARY REQUEST FOR REIMBURSEMENT

To receive reimbursement for Auxiliary purchases, please complete this form and submit all supportive receipts (required). Please **do not include sales tax** as WCGS is a tax-exempt organization and it is school policy not to reimburse sales tax. Please consider presenting a copy of the "WCGS Sales Tax Exempt" letter when shopping (a copy is available in the office or from the Auxiliary Treasurer).

Submit either to the office: attention Jenny Linenger or **via email:** wcs.auxiliarytreasurer@gmail.com

Today's Date: _____

Reimbursement Amount Requested (no tax): \$ _____

Committee or Event: _____

Purpose of Expense: _____

Committee Chair/ Event Coordinator: _____

Person Requesting Reimbursement: _____

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

Option 1: Direct Pay from Bank

Phone Number: _____ Email Address: _____

Option 2: Venmo

Phone Number: _____ Venmo Tag: _____

CHECK OPTION: Provide name and address for where you'd like the check to be sent

Name: _____

Street Address: _____

City, State, Zip Code: _____

For Auxiliary Use:

Date Paid: _____ *Payment Type:* _____ *Amount:* _____

Payee: _____ *Account Charged to:* _____