

TWH Fastpitch Softball

Expense Personal Reimbursement Request Form (attach receipts)

Instructions: When a purchase is made from a personal account and there is a request for reimbursement from TWH Booster Club. Please complete this form and attach all original receipts. Provide the request to a BOD member at your earliest opportunity. Keep a copy of receipts and this form until you have received a reimbursement check.

Note: It is very important to take a copy of the TWH Fastpitch Tax Exemption Certification with you when you shop so you are not charged sales tax on items purchased for the softball program.

Note: The BOD member (with signature authority) is responsible to review receipts to validate the expense is for the benefit of TWH Fastpitch Softball program.

Date of Request _____ Amount \$ _____

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Cell / Home Phone _____

Email _____

Vendor(s) _____

Purpose, Activity and Date:

Description of Items Purchased:

Comments or Additional Information:

Reimbursement Date: _____ Check Number: _____

To be completed by the Treasurer

Form Updated: 04/15/2020