



# REQUEST FOR REIMBURSEMENT OF EXPENSES

To: Treasurer, Altrusa International, Inc of Temple

I hereby request reimbursement for expenses incurred on behalf of the Club as follows:

\_\_\_\_\_ Date \_\_\_\_\_  
Committee

\_\_\_\_\_  
Activity

\_\_\_\_\_  
Signature

Make Check payable to:

Date	Item	Project/Activity	Amount
TOTAL \$			

**\*\*The Foundation is sales tax exempt, but the Club itself is not. The Club is a 501(c)4 and is subject to sales tax.**  
 However, items purchased for the Taste are sales tax exempt because that is a function of the Foundation. Please remember to have the "Texas Sales and Use Tax Exemption Certificate" when making purchases for the Taste.

(FOR TREASURER'S USE ONLY)	
DATE PAID	CHECK #