



## Wyoming Schools PSA Expense Reimbursement/Check Request Form

### **For PSA Use Only**

Check Number: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Check Date: \_\_\_\_\_

### **Expense Information** (Expenses will not be paid without proper approval, support & receipts)

PSA Committee/Event Name: \_\_\_\_\_

Wyoming City School (check each box below that applies):

Primary School	<input type="checkbox"/>
Middle School	<input type="checkbox"/>
High School	<input type="checkbox"/>

Name of Items Purchased: \_\_\_\_\_

Number of Items Purchased: \_\_\_\_\_

Reason for Purchase: \_\_\_\_\_

Date of Purchase (must match receipt): \_\_\_\_\_

Total Purchase Amount (less sales tax): \_\_\_\_\_

### **Payee/Vendor Information**

Make Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Special Instructions:**

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Please attach receipts and mail packet to:

- PSA Treasurer; Bari Rutherford; c/o 420 Springfield Pike; Wyoming, OH 45215

To obtain the PSA tax exemption number, please send an email request to the Wyoming PSA Treasurer email box at [wpsa.treasurer@gmail.com](mailto:wpsa.treasurer@gmail.com). Wyoming PSA should not be billed and cannot reimburse for sales tax.