



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:

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. Wyoming PSA should not be billed and cannot reimburse for sales tax.