

West Round Rock Service Unit Reimbursement For Expenses 200_-200_

This form must be filled out for you to receive reimbursement for money spent on service unit events or activities. Please attach all receipts to this form and turn in to the SU treasurer. **REMINDER: You will not be reimbursed for money spent on sales tax. Please present you tax exempt number before you check out. If you do not have a card please call the treasurer before making the purchase to acquire the tax ID number.**

Person Requesting Reimbursement: _____
please print name

Item Purchased	Reason for Purchase	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total Cost	_____

The above items were purchased by me for the use of the West Round Rock Service Unit and I hereby request reimbursement for said expenses.

Signed _____ Date _____

Position in service unit _____

The above expenses have been reimbursed to _____

on _____ by _____ WRRSU treasurer.

WRRSU Treasurer _____ Date _____

Requesting Member _____ Date _____

Check number _____ Amount _____