

## St. Paul Women's Guild Reimbursement Request

Today's Date: \_\_\_\_\_ **Total:** \$ \_\_\_\_\_

**Payable To:** \_\_\_\_\_

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

Description of Function or Event: \_\_\_\_\_  
 \_\_\_\_\_

<u>Date</u>	<u>Purpose/Item</u>	<u>Amount</u>	<u>Receipt Available?</u>	
			<u>Yes</u>	<u>No</u>
<b>Total Amount</b>		<b>\$</b>		

**Note:** Please give a Texas sales Tax Exemption Certificate form to merchants when making a purchase on behalf of St. Paul.  
 Sales tax will not be reimbursed.  
 Contact treasurer for forms.

Printed Name of Requestor: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Approved by: \_\_\_\_\_

Treasurer:

Karen Minato      214-683-1682

St. Paul the Apostle Women's Guild  
 P.O. Box 830773  
 Richardson, TX 75083-0773