

WEBER HOME SCHOOL ASSOCIATION INC.
2009-2010
Check/Reimbursement Request Form

To have an invoice paid or to receive reimbursement for expenses paid, the following procedure needs to be followed:

- Parents need to receive approval from either HSA Co-President, Karen Sambursky or Emily Beys.
- Weber teachers or staff members need to receive approval from Principal, Mrs. Rodahan.
- Invoices or receipts MUST be attached for payment.
- Use a Tax "Exempt Organization" Form when purchasing or presenting payment. As a non-profit organization, the HSA is not required to pay sales tax. As such, any sales tax paid will not be reimbursed. Copies of the tax exempt form may be obtained from the Treasurer, Diana Lupoli or from either Co-President.
- Leave this form and any relevant paper work in the HSA box in Main Office. A check will be mailed promptly.

Please fill out all the requested information. Thank You.

Date Requested: _____

Name: _____ Phone # _____

Please reimburse me in the amount of \$ _____

Please pay the attached bill in the amount of \$ _____

Check Made Payable To: _____

Mail Check To: _____

Description of Expenditure: _____

Educational Goal: _____

Number of Students Impacted: _____

Which Grade(s), House(s), Subject(s): _____

Any Additional Information: _____

Presidents Approval: _____

Date of Approval: _____ Charge Account: _____

For Treasurer's Use Only:

Date: _____ Check #: _____ Amount: _____

Payee: _____ Account Charged: _____