

# Westlake High School PTO Reimbursement Request

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Event or Activity \_\_\_\_\_

Committee or Budget line Item \_\_\_\_\_

Amount of Reimbursement \_\_\_\_\_

Signature of Committee Chair \_\_\_\_\_

Please attach all receipts. The Westlake PTO *does not* reimburse for sales tax paid.  
Please use the Texas Use and Sales Tax Exemption Certificate for all your purchases.

To submit, complete this form and place it in the PTO mailbox at WHS  
or mail to:

WHS PTO Treasurer  
4100 Westbank Dr.  
Austin, Texas 78746

Questions: Call David Jamail at 423.2293 or email [westlakeptotreasurer@gmail.com](mailto:westlakeptotreasurer@gmail.com)