

**WOMEN'S SYMPHONY LEAGUE OF TYLER  
REIMBURSEMENT VOUCHER FORM**

COMMITTEE INFORMATION

CHAIRMAN \_\_\_\_\_

ACCOUNT/COMMITTEE NAME \_\_\_\_\_

DETAIL OF ITEMS PURCHASED:

AMOUNT \$ \_\_\_\_\_

Please attach all receipts and/or charge slips to this form.  
Please remember that any SALES TAX is NOT reimbursable. Present the vendor with a copy of the Texas Sales Tax Exemption Certificate (found in your notebook) at the time of your purchase.

PLEASE SELECT ONE OF THE FOLLOWING THREE OPTIONS:

\_\_\_\_\_ This is a request for personal reimbursement

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_ This is a notice of a charge to WSL

Date of Purchase \_\_\_\_\_

Vendor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ This expense is to be considered a donation. The amount will be recorded, and at the end of the year, a receipt will be written by the treasurer.

Donor's Name \_\_\_\_\_

Donor's Address \_\_\_\_\_

PLEASE MAIL THIS FORM WITH ALL RECEIPTS TO:

Susan Bracken  
P.O. Box 7550  
Tyler, TX 75711-7550  
903.597.4700

For Treasurer's Records:  
Amount \_\_\_\_\_  
Check # \_\_\_\_\_  
Date paid \_\_\_\_\_

The original of this form should be kept in your notebook and copies made as needed.