

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

**COMMITTEE INFORMATION**

Chairman \_\_\_\_\_  
Account/Committee Name \_\_\_\_\_  
Details 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 (your treasurer can furnish you with a copy) 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 THE WSL TREASURER:**

Mary Meyers  
1935 Raveneaux Lane  
Tyler, TX 75703  
(903) 534-1426

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

This form may be downloaded from the WSL website: [wslytler.org](http://wslytler.org)