



2019 Homecoming Parade
Student Organization Request for Reimbursement

Thank You for participating in the WT Homecoming Parade! The Department of Institutional Advancement is pleased to reimburse your student organization up to \$200 for expenses. (Supplies for decorating only. No candy or giveaways please)

Date: Organization(s):

Description of Expenses (Receipts must be submitted and should be taped down, one per page)

*use additional paper if needed

Table with 4 columns: Date, Item(s), Vendor, Amount. Multiple empty rows for data entry.

Total Requested: \$

Requested by: Phone:

E-mail:

FOR OFFICE USE ONLY
Approved By: Date:
Check # Amount \$

SUBMIT THIS FORM TO KARLA JOHNSON, OFFICE OF INSTITUTIONAL ADVANCEMENT, Old Main 238 - NO LATER THAN OCTOBER 31ST.

Please note: If paid, sales tax cannot be reimbursed. A copy of the University's sales tax exemption form is included here and is for official University use only.

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency WEST TEXAS A&M UNIVERSITY	
Address (Street & number, P.O. Box or Route number) WTAMU BOX 61001	Phone (Area code and number) 806-651-2015
City, State, ZIP code CANYON, TX 79016-0001	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:
HIGHER EDUCATION AGENCY OF THE STATE OF TEXAS

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser sign here	Title EMPLOYEE WEST TEXAS A&M UNIV	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.**