



## Parents' Association Request for Reimbursement

- Receive reimbursement approval from Branch VP or PA President prior to submitting this request form.
- Submit this completed form to your Branch VP within 2 weeks of the event date\*. Itemized receipts are required for reimbursement.
- The Branch VP will sign and submit the form to the Engagement & Events Coordinator. Reimbursements will take place in approximately 2 weeks by mail.
- Remember there is no reimbursement for sales tax. Please use the tax-exempt status letter found on the school website when making purchases.
- **Any vendors who are on campus or providing service for the school must be pre approved, submit a current Certificate of Insurance with Holland Hall listed as insured, and submit a W9. Vendors must check in at the main gate and check in through Visitor Aware. Some cases may require a background check. You may contact the Engagement & Events Coordinator with questions.**

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### Holland Hall Parents' Association Reimbursement Request

Amount: \$\_\_\_\_\_

Date:\_\_\_\_\_

Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_)\_\_\_\_\_ Email: \_\_\_\_\_

Check One:            Grade             Council             Fine Arts

Hospitality     Special Events             Other  \_\_\_\_\_

Purpose/Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Account #Approval Signature

\*The school's fiscal year ends on May 31st. Any requests for May must be submitted by June 8th. Any vendors must be pre approved. **There will be no reimbursement for requests submitted after this deadline.**