

This is a fillable document - you should save it on your computer, then fill in the required fields and save again. Then you can attach it to your email to Rudy Munguia, along with a copy of your receipts.

**AUSTIN RETIRED TEACHERS ASSOCIATION**  
Request for Reimbursement

\_\_\_\_\_ Committee \_\_\_\_\_  
Member Making Request

Attach receipt if purchase is for ARTA items only. If included in the receipt containing other personal items, list amount for ARTA items only on reimbursement form and keep your receipt.

ITEM	AMOUNT
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
Request Sales Tax Exemption	TOTAL \$ _____

Date \_\_\_\_\_

Mail Check to : \_\_\_\_\_

Name

Street Address

City

State

ZIP

Paid by Treasurer on:

Check #

Amount: \$