

Westlake High School PTO Reimbursement Request

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Event or Activity:

Committee or Budget Line Item: _____

Amount of Reimbursement: _____

Signature of Committee Chair: _____

Please attach all receipts. The Westlake PTO *does not* reimburse for sales tax paid.
Please use the Texas Use and Sales Tax Exemption Certificate for all of your purchases.

To submit, complete this form and place it in the PTO mailbox at WHS or mail to:

WHS PTO Treasurer
4100 Westbank Drive
Austin, TX 78746

Questions: Call Buddy Dunn at 306.0341 or email whsptotreas@aol.com