

# TWHS Quarterback Club

## *Expense Reimbursement Request*

**Instructions:** Complete this form and attach receipts to support the amount of requested reimbursement. **Keep a copy of your receipts and this form for your records until you have received reimbursement.** Mail form and receipts as directed below.

Be sure to take a copy of the QBC's TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION with you when you shop so that you are not charged sales tax on items you purchase for the QBC.

**Mail Reimbursement Requests to:**

Kendie Oelking  
TWHS Quarterback Club  
6700 Woodlands Parkway,  
Suite 230 PMB #650  
The Woodlands, TX 77382

**Direct Reimbursement Questions to:**

Kendie Oelking, QBC Treasurer  
twhsqbc.treasurer@gmail.com

985-778-6839 cell

Date of Request \_\_\_\_\_ Amount \$ \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work/Cell Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Vendor \_\_\_\_\_

Items Purchased \_\_\_\_\_

QBC Purpose/Activity \_\_\_\_\_

Comments or Additional Information \_\_\_\_\_

Signature \_\_\_\_\_

**Office Use Only** Date processed \_\_\_\_\_ Check Number \_\_\_\_\_