

**New Trier Fine Arts Association
Reimbursement Request Form**

Please scan/photograph and attach all receipts, purchase orders, invoices, or vouchers.

Remember that we **do not** reimburse for Sales Tax. Use your tax letter.

Make check payable to: _____

Name: _____

Address: _____

Phone: _____

Amount for reimbursement: _____

Committee: _____

Description of expense: _____

PLEASE EMAIL COMPLETED FORM and RECEIPTS to
NTFAAtreasurer@gmail.com

Questions? Contact Ami Campbell, NTFAA Treasurer
401 10th Street, Wilmette, IL 60091
(847) 920-9257 Home (312) 550-0167 Cell

To be filled in by Treasurer:

Check # _____

Date: _____

07/14