

## **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 Sales Tax Exempt 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](mailto:NTFAAtreasurer@gmail.com)**

**Questions? Contact Lisa Hoffman, NTFAA Treasurer  
1539 Central Avenue  
(847) 256-1776 Home (847) 477-5887 Cell**

*To be filled in by Treasurer:*

Check # \_\_\_\_\_

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

07/17