



**Homecoming Parade  
Student Organization Request for Reimbursement**

Thank You for participating in the WT Homecoming Parade! The Office of Philanthropy and External Relations is pleased to reimburse your student organization up to \$200 for expenses. *(Supplies for decorating only. No candy or giveaways please)*

Date: \_\_\_\_\_ Organization(s): \_\_\_\_\_

Description of Expenses **(Receipts must be submitted and should be taped down, one per page)**

*\*use additional paper if needed*

Date	Item(s)	Vendor	Amount

Total Requested: \$ \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

<i>FOR OFFICE USE ONLY</i>	
Approved By: _____	Date: _____
Check # _____	Amount \$ _____

***SUBMIT THIS FORM TO THE ALUMNI ASSOCIATION LOCATED IN BUFFALO COURTS- NO LATER THAN OCTOBER 31<sup>ST</sup>.***

***Please note: If paid, sales tax cannot be reimbursed. A copy of the University's sales tax exemption form is included here and is for official University use only.***

# Texas Sales and Use Tax Exemption Certification

*This certificate does not require a number to be valid.*

Name of purchaser, firm or agency <b>WEST TEXAS A&amp;M UNIVERSITY</b>	
Address (Street & number, P.O. Box or Route number) <b>WTAMU BOX 61001</b>	Phone (Area code and number) <b>806-651-2015</b>
City, State, ZIP code <b>CANYON, TX 79016-0001</b>	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purchaser claims this exemption for the following reason:  
**HIGHER EDUCATION AGENCY OF THE STATE OF TEXAS**

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Purchaser <b>sign here</b>	Title <b>EMPLOYEE WEST TEXAS A&amp;M UNIV</b>	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.  
**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**  
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.  
Do not send the completed certificate to the Comptroller of Public Accounts.**