

# SOUTH VIEW MIDDLE SCHOOL PARENT COUNCIL

## REIMBURSEMENT FORM

**The South View Middle School Parent Council  
is not required to pay sales tax.  
Its exemption number is 32824.  
Please use this number to avoid sales tax on purchases.  
The Parent Council does not reimburse for taxes paid.**

Date of Request \_\_\_\_\_  
Requested by \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Check Payable to \_\_\_\_\_  
Committee or Event \_\_\_\_\_  
Date of Event \_\_\_\_\_

Mail Check to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Itemized expenses:

- Original of all receipts must be attached
- Please keep a copy for your records
- Requests for more than one check or expenses for different events require another form
- Include store or source and description of purchase

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
	<b>TOTAL</b>	<b>\$ _____</b>

Submit to:

**Keith Downey, Treasurer  
4620 Bruce Avenue  
Edina, MN 55424**

<b>Treasurer's Record of Payment</b>
Date _____
Amount _____
Check Number _____