

A letter from the PTA Treasurer:

**Thank you for being a part of the PTA this year!**  
**Thank you for your time, your support, and your involvement.**

As you purchase items for our parties and activities, please remember that we are tax exempt. Therefore, please use the tax-exempt certificate (see next page, and available at [westgatepta.com](http://westgatepta.com)) when you check out and be sure to get a receipt. Unfortunately, sales tax is not able to be reimbursed, except in the following cases:

- Sam's Club and Costco – The tax-exempt letter cannot be used, however the savings offset the tax in most cases.
- [smile.amazon.com](http://smile.amazon.com) – The tax-exempt structure at Amazon is set up in a way that only the PTA president has tax exemption. Therefore, we will reimburse taxes for [amazon.com](http://amazon.com) only if you use **smile.amazon.com** supporting the PTA (see next page). For any large amount purchases that may have a significant tax burden, please contact Jay Nelson to purchase using our PTA account.

Please be a good steward of our PTA monies. The better we utilize our collective funds, the further it goes to support your children. Spend it like you would your own money...because it is!

**Reimbursement Procedure:**

1. Complete the Expense Voucher form. Copies are available at [westgatepta.com](http://westgatepta.com) and in the green folder in the PTA mailbox.
2. Keep in mind that sales tax is not reimbursed except as noted above. Please use the tax-exempt certificate whenever possible.
3. The voucher must have two different signatures from the committee in order to be valid.
4. Indicate clearly how you would like the check delivered.
5. Attach any relevant invoices or receipts.
6. Turn in the voucher to the PTA office mailbox, scan/photograph and email to [westgateptatreasurer@gmail.com](mailto:westgateptatreasurer@gmail.com), or hand deliver to Jay Nelson. I will check the office mailbox at least weekly.



- Amazon will donate 0.5% of the price of your eligible AmazonSmile purchases to support Westgate PTA, whenever you shop on AmazonSmile.
- AmazonSmile is the same Amazon you know...same products, same prices, same services.
- Simply use **smile.amazon.com** (instead of the standard [amazon.com](http://amazon.com)) to support YOUR Westgate PTA every time you shop!