



Rebuilding Together Thurston County
 809 Legion Way Suite 306 Olympia, WA 98501
<http://www.rebuildingtogethertc.org>
 Email: info@rebuildingtogethertc.org
 360.539.7830

Tax ID Number: 77-0613860

Purchase/Reimbursement Request

Item to be purchased: _____ For Client Name: _____

Client Address: _____ City: _____ Zip: _____

Person asking for Approval: _____ Estimate Cost: _____

Section A: Payee's Contact Information—Please Print

Name(s)	
Mailing Address	
Business Name	
Business Address	
Phone Number(s)	
Email Address	

Section B: Description of Expenses

Item Description	Purpose	Cost(\$)	Receipt Attached? Y or N
Total Costs			\$

Certification Statement by payee or other person making this request for payee:

I hereby certify that the above named individual or company purchased the items described above for the purpose to benefit Rebuilding Together Thurston County, and hereby seeks reimbursement for these items.

Signature: _____ Date _____

Printed Name: _____ Title: _____

For RTTC use:

Reimbursement approved? ___Y___N	Comments:
Date Paid:	Approved by: _____ Date: _____
Check #:	