



*Texas Society
Children of the American Revolution*

***Treasurer's Packet
2010-2011***

*Miss Katilee Ralph, State President
Mrs. Deidre Grawl, Senior State President*

*Mr. Daniel Avedikian, State Treasurer
Mrs. Colleen L. Petosa, Senior State Treasurer*

TREASURER'S PACKET
2010-2011

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Texas Society Children of the American Revolution

Katilee Ralph, State President
Deidre Grawl, Senior State President

Colleen L. Petosa, Senior State Treasurer
508 Cattlebaron Parc Drive
Fort Worth, TX 76108-9547
(817) 448-0608 cpetosatx@hotmail.com

July 2010

Dear Members and Seniors,

It is my pleasure to serve as your Senior State Treasurer for the 2010-2011 year.

Enclosed in this Treasurer's Packet is information to assist you in the upcoming year. Most forms you will need are included. All forms will be made available in a writeable PDF on the Texas Members Website for your convenience.

Also included is the Texas Sales and Use Tax-Exemption Certification to be used for all purchases for T.S.C.A.R. and your local Society. According to the 501 (c) (3) status, the Senior Treasurer cannot reimburse sales tax on your receipts. All requests for reimbursement must be submitted on the T.S.C.A.R. Reimbursement Request form and all receipts and documentation must accompany the form in order to receive a reimbursement from the State Society. Please photocopy the forms as needed.

Each Society is required to obtain its own Employee Identification Number from the IRS and to file a 990-N e-Postcard annually based on the fiscal year. EIN numbers and a copy of the receipt confirming the submission of your local Society's e-Postcard form or a copy of the completed e-Postcard form must be sent to Arnold Levine, N.S.C.A.R. staff member, at arnoldl@nscar.org and Senior State Treasurer at cpetosatx@hotmail.com. Please keep a copy for your records.

Please contact me with any questions. I look forward to working with you and assisting you in your T.S.C.A.R. journey.

In CAR Friendship.

Colleen L. Petosa

TIPS FROM THE TEXAS TREASURER

Dues

- 1) Remit **State dues of \$2 per member** to the Senior State Treasurer by **January 1, 2011**. *Extra credit on the State Merit Award if dues are paid by November 1, 2010 (25 points) or December 1, 2010 (15 points).*
- 2) NO STATE DUES FORM will be sent. Submit a copy of the **N.S.C.A.R. Official 2010 Treasurer's Report form** with your state dues, indicating state life members on the report. N.S.C.A.R. Headquarters will send the form to the Senior Society President. Please note that there is NO Senior Society President's fee due at the State level.

Contributions

- 1) Use the **T.S.C.A.R. Contributions Report** to submit all Texas Endowment Fund, Scholarship, General Fund, and President's Project Donations. The deadline to submit this form is **February 15, 2011**.
- 2) Submit the original and two copies of the **N.S.C.A.R. Local Society Donation Form** to the Senior National Treasurer by **February 28, 2011**. Include two stamped envelopes - one addressed to the Senior State Treasurer, Texas (address below) and one to your society. A stamped copy of the form will be forwarded by N.S.C.A.R. to the Senior State Treasurer. Keep the other copy for your records. DO NOT send the National donations to the Senior State Treasurer. Only those Local Society Donations acknowledged by N.S.C.A.R. will be counted towards National or State contests as verified by N.S.C.A.R.
- 3) Use the **National Donations** form to remit all National donations for pin purchases. A copy should be sent to the Senior State Treasurer for state credit.

Credentials

- 1) Submit your **T.S.C.A.R. State Conference 2011 Credentials** form to the Senior State President and the Senior State Treasurer by **February 28, 2011**.
- 2) Submit your **N.S.C.A.R. National Convention 2011 Credentials** form to National Headquarters by **March 15, 2011**.

****Please use the forms and submit reports by the deadline. Credit for State Merit Award and State contests is obtained by meeting the deadline including dues.****

Include your email address on everything you submit.

**Colleen L. Petosa
T.S.C.A.R. Senior State Treasurer
508 Cattlebaron Parc Drive
Fort Worth, TX 76108-9547
cpetosatx@hotmail.com
(817) 448-0608**

2010-2011 T.S.C.A.R. Treasurers' Calendar

November

- 1st:
 - Postmark deadline for State dues to be counted for 25 points for State Merit Award
- 15th:
 - State dues due for new members (\$2.00 per member)

December

- 1st:
 - Postmark deadline for State dues to be counted for 15 points for State Merit Award

January

- 1st:
 - Postmark deadline for National Dues
 - Postmark deadline for State Dues
- 15th:
 - State dues due for new members (\$2.00 per member)

February

- 15th:
 - Postmark deadline for T.S.C.A.R. Contributions Report
 - Postmark deadline for State Patron Form
- 28th:
 - Postmark deadline for Credentials due to Senior State President AND Senior State Treasurer
 - The original and two copies of the Local Society Donation Form due to the Senior National Treasurer. Include two stamped envelopes - one addressed to the Senior State Treasurer, Texas, and one to your society.
 - Postmark deadline T.S.C.A.R. Pin Donation Form
 - Postmark deadline for 2011 State Conference Patrons, Benefactors & Underwriters

March:

- 15th:
 - Postmark deadline for National Convention Credentials due to N.S.C.A.R.
 - State dues due for new members (\$2.00 per member)

April

May

- 15th:
 - State dues due for new members (\$2.00 per member)

June

July

- 15th:
 - State dues due for new members (\$2.00 per member)
 - 990-N e-Postcard filing deadline for societies with year-end February 28. Send copies to Arnold Levine and the Senior State Treasurer.



National Life Membership

Send check payable to:
Senior National Treasurer, N.S.C.A.R.
1776 D Street, NW – Room 224
Washington, DC 20006-5303

Make copies of this form as needed before completing it.

Name		
Address		
City	State	ZIP + 4® Code
Date of birth	National #	
Society		Society state
Paid by		
Address		
City	State	ZIP + 4® Code
Present at		
Payment received by		
Cash	Check #	Date

The following chart is designed for those who are **currently** C.A.R. members and who have already paid their 2010 national dues.

Birth Year	Life Dues	Birth Year	Life Dues
1990	\$40	2001	\$260
1991	\$60	2002	\$280
1992	\$80	2003	\$300
1993	\$100	2004	\$320
1994	\$120	2005	\$340
1995	\$140	2006	\$360
1996	\$160	2007	\$380
1997	\$180	2008	\$400
1998	\$200	2009	\$420
1999	\$220	2010	\$440
2000	\$240	2011	\$460



State Life Membership

Make check payable to: T.S.C.A.R.
Send to: Colleen L. Petosa
T.S.C.A.R. Senior State Treasurer
508 Cattlebaron Parc Drive
Fort Worth, TX 76108-9547

Make copies of this form as needed before completing it.

Name		
Address		
City	State	ZIP + 4® Code
Date of birth	National #	
Society		
Paid by		
Address		
City	State	ZIP + 4® Code
Payment received by		
Cash	Check #	Date

The following chart is designed for those who are **currently** C.A.R. members and who have already paid their 2010 state dues.

Birth Year	Life Dues	Birth Year	Life Dues
1990	\$4	2001	\$26
1991	\$6	2002	\$28
1992	\$8	2003	\$30
1993	\$10	2004	\$32
1994	\$12	2005	\$34
1995	\$14	2006	\$36
1996	\$16	2007	\$38
1997	\$18	2008	\$40
1998	\$20	2009	\$42
1999	\$22	2010	\$44
2000	\$24	2011	\$46

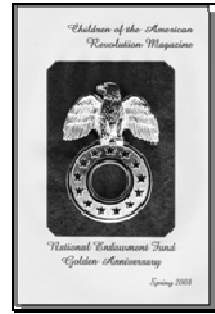
Name of Preparer: _____

Email Address: _____

Children of the American Revolution Magazine Subscriptions

Send check payable to: **Senior National Treasurer, N.S.C.A.R.**
1776 D Street, NW - Room 224
Washington, DC 20006-5303

Please print legibly.



Subscriptions are \$8.00 per year and begin with the next issue.

Name		
Address		
City	State	ZIP + 4® Code
Name		
Address		
City	State	ZIP + 4® Code
Name		
Address		
City	State	ZIP + 4® Code
Name		
Address		
City	State	ZIP + 4® Code
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Name		
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City	State	ZIP + 4® Code
Name		
Address		
City	State	ZIP + 4® Code

Local Society Donation Form

Senior Society Presidents are to complete this form. All donations must be received at C.A.R. National Headquarters, **postmarked on or before 2/28/2011**, using this form.

1. Make checks payable to Senior National Treasurer, N.S.C.A.R.
2. Send original and two copies of the "Local Society Donation Form." Prepare two self addressed stamped envelopes: one to your Senior State Treasurer and one to yourself. (One copy will be stamped at National Headquarters and forwarded to your Senior State Treasurer so donations can be verified for judging your State's contests.)
3. Enclose the original and two copies of the "Local Society Donation Form," the check, and two SASE and mail to C.A.R. National Headquarters, 1776 D Street, NW – Room 224, Washington, DC 20006-5303.
4. Keep the returned copy of the "Local Society Donation Form" for your records.

Society _____

DONATIONS	AMOUNT
Meeting financial deadlines ensures credit for your activities.	
Archival Preservation Fund	
Centennial Fund	
Equipment Fund	
Library Fund	
Life Promoter Fund	
Magazine Fund	
Museum Fund	
National Endowment Fund	
National President's Program	
Niebell Endowment Fund	
Operating Fund	
Pouch Legacy Fund	
Sesquicentennial Fund	
Veterans Tribute	
Voyager Fund	
TOTAL	

Society President's Name (Printed)

Senior Society President's Name (printed)

Society President's Signature

Senior Society President's Signature

Address

Address

City, State, ZIP + 4® Code

City, State, ZIP + 4® Code

E-mail address and/or phone

E-mail address and/or phone



T.S.C.A.R.
CONTRIBUTIONS REPORT
 Postmark deadline by February 15, 2011

Make Check Payable to: T.S.C.A.R.
Send to: Colleen L. Petosa
T.S.C.A.R. Senior State Treasurer
508 Cattlebaron Parc Drive
Fort Worth, TX 76108-9547

Society: _____ City: _____

Name of Preparer: _____ Email Address: _____

<i>Account Name</i>	<i>Amount to be Credited</i>
General Fund Contribution	
Stephen Willoughby Memorial Fund Contribution	
Catherine & Camille Keith Scholarship Contribution	
Dortha Bishop O'Bryant Memorial Scholarship Contribution	
Mary Faye Smith Genealogical Scholarship Contribution	
T.S.C.A.R. Endowment Fund -- Endowment Fund Pin Sales	
State President's Project - additional donation only	
State Patrons Number Submitted: _____	
TOTAL REMITTANCE:	

Enclose with this form:

- ★ Completed State Patrons Form
- ★ Copy of N.S.C.A.R. contribution forms including pin purchases, national promoter and life promoter
- ★ List of contributions to Mountain and/or American Indian Schools

N.S.C.A.R. DONATIONS

DONATIONS ARE TAX DEDUCTIBLE.

**Send check payable to: Senior National Treasurer, N.S.C.A.R.,
1776 D Street, NW – Room 224, Washington, DC 20006-5303**

Make copies of this form as needed before completing it.

National Promoter	\$25	
Apple Slice Pin (Museum Fund and The Children's Room)	\$50	
Voyager Fund Pin	\$50	
Centennial Pin	\$100	
Endowment Fund Pin (man's or lady's)	\$100	
Library Fund Pin	\$100	
Life Promoter	\$100	
Magazine Fund Pin	\$100	
Golden Apple Pin (Museum Fund) NEW - available until 6/30/2011	\$100	
Golden Apple Pin with diamond chip (Museum Fund) NEW – available until 6/30/2011	\$200	
Archival Preservation Spoon Limited edition of 200	\$200	
Harriett Lothrop Medallion (Operating Fund))	\$300	
Museum Major Benefactor Red Apple Pin and Plaque	\$1,000	

Please print legibly.

Donor		Anonymous?
Title highest office		
Address		
City	State	ZIP + 4® Code
Recipient		
Title highest office		
Address		
City	State	ZIP + 4® Code
Gift in Honor of		Memory of
Credit society		State
Present at		
Payment received by		
Cash	Check #	Date

Send these donations to the Senior National Treasurer. Notify the Senior State Treasurer for state credit. No partial payments can be accepted by N.S.C.A.R.



T.S.C.A.R.
PIN DONATION FORM
 DONATIONS ARE TAX DEDUCTIBLE.

Make Check Payable to: T.S.C.A.R.
Send to: Colleen L. Petosa
T.S.C.A.R. Senior State Treasurer
508 Cattlebaron Parc Drive
Fort Worth, TX 76108-9547

Texas Endowment Fund Pin	\$35	
T.S.C.A.R. Scholarship Gold Star Pin (shape of star)	\$50	
State President Project Pin	\$10	

Please print legibly.

Donor			Anonymous?
Title highest office			Mail to Address Below:
Address			
City	State	ZIP + 4® Code	
Message to be read at State Conference Endowment and Scholarship in presentation:			
Recipient			
Title highest office			Mail to Address Below:
Address			
City	State	ZIP + 4® Code	
Gift in Honor of		Memory of	
Credit society			City
Present at			
<i>If you want it mailed, please include \$1 and note the recipient's address.</i>			
Payment received by			
Cash	Check #	Date	

Please mail completed for by February 28, 2011, for presentation at State Conference.



State Patron Donation Form

Support T.S.C.A.R. only \$5.00 per year!

Society: _____ City: _____

Name of Preparer: _____ Email Address: _____

List below the names of State Patrons. State Patrons will be recognized annually in the *Texas Roundup*.

State Patron Name	Sr. Treasurer's Use
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

Please mail this form with the **State Contribution Report** postmarked by February 15, 2011 to:

Colleen L. Petosa
T.S.C.A.R. Senior State Treasurer
508 Cattlebaron Parc Drive
Fort Worth, TX 76108-9547

T.S.C.A.R. 2011 STATE CONFERENCE CREDENTIALS

Deadline: February 28, 2011

Society Name: _____

City: _____

Number of Members: _____

Society President plus Entitled Delegates: _____

Signatures:

Society President: _____

Senior Society President: _____

Senior Responsible at State Conference:

Verification by Senior State Treasurer: _____

T.S.C.A.R. Bylaws, Article VIII, Section 3: The delegates and alternates to the State Conference shall be members in good standing of the local societies which they represent, having paid state dues for the current calendar year in accordance with Article X, Section 1. Delegates and their alternates to the State Conference shall be elected by the local societies as follows:

- 06 - 25 members, 2 delegates plus the president
- 26 - 50 members, 4 delegates plus the president
- 51 - 75 members, 6 delegates plus the president
- 76 - 100 members, 8 delegates plus the president
- Over 100 members, 10 delegates plus the president

Please print the names of delegates and alternates for your Society in order of their election.

Delegates	Alternates
Society President:	1.
1.	2.
2.	3.
3.	4.
4.	5.
5.	6.
6.	7.
7.	8.
8.	9.
9.	10.
10.	11.

This completed form must be submitted to the Senior State President and Senior State Treasurer postmarked by February 28, 2011.

Deidra Grawl
Senior State President, T.S.C.A.R.
241 West 16th Street
Houston, TX 77008-4017
ddgrawl@yahoo.com

Colleen L. Petosa
Senior State Treasurer, T.S.C.A.R.
508 Cattlebaron Parc Drive
Fort Worth, TX 76108-9547
cpetosatx@hotmail.com

For requests for changes other than to move an Alternate to Delegate status must be on a Credentials form with appropriate signatures. The updated Credentials form must be received by February 28, 2011.



2011 STATE CONFERENCE

PATRONS, BENEFACTORS & UNDERWRITERS

To ensure that the Texas Society has the best State Conference possible, please consider contributing to the Conference Fund. We appreciate donations of any amount!

A donation of **\$10.00 - \$49.00** will entitle you and your Society/Chapter to be listed as a **Conference Patron**.

A donation of **\$50.00 - \$99.00** will entitle you and your Society/Chapter to be listed as a **Conference Benefactor**.

A donation of **\$100.00 or more** will entitle you and your Society/Chapter to be listed as a **Conference Underwriter**, and you will receive special recognition at the Awards Banquet.

Name _____

Address _____

Society/Chapter to receive credit _____

Amount of Donation \$ _____

Comments:

Please return this form with your State Conference donation. Make check payable to:
T.S.C.A.R. State Conference

Postmarked by February 28, 2011 to:

**Send to: Colleen L. Petosa
T.S.C.A.R. Senior State Treasurer
508 Cattlebaron Parc Drive
Fort Worth, TX 76108-9547**

New Tax Regulations

- Each individual Society in the state must have their own EIN (Tax ID number)
- If your Society already has an EIN, you need to immediately report that number to the Senior State President and Senior State Treasurer.
- If your Society DOES NOT have an EIN, you must apply for one right away by **PHONE**. Prior to contacting the IRS, fill out Form SS-4 (see **T.S.C.A.R Members Only site for an example**). The IRS telephone number is 800-829-4933 and the hours of operation are 7 a.m. to 10 p.m. local time, Monday through Friday. You will receive an EIN right away from the IRS. Immediately report the number to your Senior State President and your Senior State Treasurer.
- The Senior State President will compile a list of the EINs for all of their local societies and forward it to National Headquarters.
- National Headquarters will forward the lists to the IRS for inclusion under our Group Exemption Number. The local societies will then be able to file Form 990-N e-Postcard.
- Every local society must file Form 990-N e-Postcard beginning in 2008. The due date is the 15th day of the 5th month after the end of your fiscal year. All returns **MUST** be filed electronically using the following link: <http://epostcard.form990.org/> .
- Be sure to keep all financial records of the society (money received and paid out).
- Send a copy of the electronically filed form to Arnold Levine at National Headquarters (email address: ArnoldL@nscar.org) and the Senior State Treasurer (email address: cpetosatx@hotmail.com).

IRS Form 990-N (e-Postcard) Information

Beginning in 2008, small tax-exempt organizations that previously were not required to file returns may be required to file an annual electronic notice, Form 990-N e-Postcard for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ.

All societies whose annual income is "normally" below \$25,000 must file this form, beginning this year.

The deadline for filing is: the 15th day of the fifth month following the end of your fiscal year.

- July 15, 2009 for societies whose fiscal year ended February 28

Late Filing or Failure To File the e-Postcard

If you do not file your e-Postcard on time, the IRS will send you a reminder notice but you will not be assessed a penalty for late filing the e-Postcard. However, an organization that fails to file required e-Postcard for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year

How to File

To access the form, the person filing must register. To do this, log into the website listed here: <https://epostcard.form990.org//>

Once on the website, you should read the page before attempting to register. When you are ready to register, click on Step #1 and follow the directions for registration. You will need to enter your EIN (Employer Identification Number) to complete registration. You must also enter a password of your own choosing. The password is "case sensitive." Make note of both login and password for future use.

Once registered, you will be able to "create your e-Postcard" (Step #2 on the website) when you are ready to file. After answering the questions – no figures required – from the main page, choose Edit/View existing e-Postcard. Print/Save the form and email to Arnold Levine, N.S.C.A.R. Headquarters, at Arnoldl@nscar.org and Senior State Treasurer at cpetosatx@hotmail.com

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or
990-EZ

OMB No. 1545-2085

2008

Open to Public Inspection

A For the 2008 calendar year, or tax year beginning **3/1/2008**, and ending **2/28/2009**.

B Check if applicable

Terminated, Out of Business

Gross receipts are normally \$25,000 or less

C Name of organization: **NATIONAL SOCIETY OF THE CHILDREN OF THE AMERICAN REVOLUTION**
d/b/a: **Texas Society Children of the American Revolution**

D Employer Identification Number
23-7248875

% **Christy Brown**
19014 Droitwich
Humble, TX, US, 77346

E Website:

F Name of Principal Officer: **Christy Brown**

19014 Droitwich
Humble, TX, US, 77346

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

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:

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

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	Title	Date
-----------	-------	------

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.

DUES AND FEES

NATIONAL DUES AND FEES:

Membership dues (calendar year)	\$ 20
(Members must pay dues through the year in which their 22nd birthday occurs.)	
Magazine annual subscription.....	\$ 8
Membership application fee	
First child (\$15 application fee and \$20 national dues)..	\$ 35
Each subsequent child (\$10 application fee and \$20 national dues)	\$ 30
(Must apply same time, same parents, and identical lineage.)	
Reinstatement fee	\$ 5
Supplemental lineage fee	\$ 25
Senior fees (annual):	
Senior National Officers	\$ 20
Honorary Senior National Officers	\$ 20
Senior National Chairmen	\$ 20
Senior State Presidents	\$ 20
Senior Society Presidents.....	\$ 10
Senior Organizing or Reorganizing Presidents	\$ 10
Promoters:	
National (one year).....	\$ 25
Life	\$ 100
Apple Slice Pin (Museum Fund and The Children's Room) .	\$ 50
Voyager Fund Pin	\$ 50
Centennial Pin.....	\$ 100
Endowment Fund Pin	\$ 100
Library Fund Pin.....	\$ 100
Magazine Fund Pin	\$ 100
Archival Preservation Spoon - limited edition of 200	\$ 200
Veterans Tribute	\$ 200
Harriett Lothrop Medallion (Operating Fund)	\$ 300
Bronze Eagle Sculpture (Centennial Fund) - limited edition	\$ 400
Museum Major Benefactor Red Apple Pin and Plaque.....	\$1,000

STATE DUES AND FEES

Membership dues (calendar year)	\$ 2
State Promoters	\$ 5
Texas Endowment Fund Pin.....	\$ 35
T.S.C.A.R. Scholarship Gold Star Pin (shape of star)	\$ 50
State President Project Pin	\$ 10

T.S.C.A.R. Reimbursement Request

Please mail this form and all receipts to:

**Colleen L. Petosa
T.S.C.A.R. Senior State Treasurer
508 Cattlebaron Parc Drive
Fort Worth, TX 76108-9547**

Name: _____

Date: _____

Type of Expense: _____

Amount: _____

Number of receipts attached: _____

Notes: _____

*****Please note, no reimbursements will be made without proper documentation*****

Senior State Treasurer's Verification:

Date Received: _____

Check #: _____

Date Mailed: _____

Approval Notes: _____
