



Greater Missouri Area of C.A.
Tax Exempt Certificate Use Request

Date _____

Name: _____

Committee: _____

Purpose of request: _____

Is this a fundraising event? Yes / No

Expense Amount (est.): _____

1. A final report of expenses related to this request must be submitted to the area within 60 days of event. Failure to comply will result in future request being denied.
2. The Missouri Area Tax Exempt certificate cannot be used for personal purchases.
3. Do not photocopy or distribute this certificate.
4. The Tax Exempt certificate must be promptly returned to your area finance chair after use.

At the end of the event a reconciliation of income and expenses needs to be forwarded to the Finance Chair of the Area. A copy of this reconciliation should be available to all members of the Area Service Committee and/or Intergroup.

Request approved/denied

(if denied, give reason)

Date: _____

Finance Chair: _____