ST. ALPHONSUS
PARISH & SCHOOL
5960 West Loomis Road • Greendale, WI 53129-1824

Requests for Reimbursement

As paid staff or a volunteer associated with St. Alphonsus Parish and School, you are tasked with protecting the financial interests of the Parish and School in all purchases and expenditures.

Time Frame

All requests for payment or reimbursement must be submitted within 30 days of the date of purchase. Reimbursement checks are issued on the 15th and last day of each month (or the previous business day if those fall on a weekend or holiday); all reimbursements will be issued within 30 days of the receipt of the request.

Supporting Documentation

All requests must include the original receipt(s) from the purchase. If the purchase was made online, a copy of the printed itemized receipt will be acceptable. For online purchases made by the School Principal or Director of Finance, the Parish or School credit card will be used for payment, so no reimbursement request is needed.

Sales Tax

St. Alphonsus Parish and School is a 501(c)(3) tax-exempt organization. All purchases made should request sales tax exemption be applied using the current tax exemption documentation. Each vendor or retail location has different requirements for the documentation required to issue the tax exemption.

The list on the following pages contains the retailer requirements known as of summer 2026. If you find that any of these have changed, please inform the Executive Administrative Assistant in the School Office or the Director of Finance in the Parish Office. If you are purchasing from a retailer not on this list, ask for their tax exemption process and inform the Director of Finance (x209) of any requirements. All paid staff will be reimbursed the total purchase price, less any sales tax charged. All volunteers will be reimbursed the total purchase price, including sales tax charged, but should also do their due diligence to obtain the purchase as tax-exempt.

State of Wisconsin Sales Tax Exemption # for Parish and School 008-1027272366-02. The State of Wisconsin tax exemption form is available from the Director of Finance (Parish Office x209) or the Executive Administrative Assistant in the School Office.

Delivery of Products

Items purchased for reimbursement by St. Alphonsus Parish and School are to be shipped to the School or Parish Office address. Shipments should not be made to the home of the staff member or volunteer. In the event that the School is closed when shipment is expected, the purchaser should use the Parish Office as the shipping address. The purchaser should make every attempt to schedule a delivery date and time when the Parish Office will be open. In the event that the Parish Office is to be closed when the shipment is expected, the purchaser may have the order shipped to their home, but should state that on the reimbursement request form.

August, 2026

Sales Tax Exemption Procedure by Vendor

Store or Online Retailer	Who to Contact	How to Make Purchase Tax Exempt
Aldi	Store Clerk	At checkout, state you are making a tax-exempt purchase for St. Alphonsus; we are on file at the Layton/Loomis and Drexel Town Square locations
Amazon	School Principal or Director of Finance (Parish Office x209)	Ask contact to place order through School Office or Parish Office tax-exempt online accounts
Best Buy	Director of Finance (Parish Office x209)	Ask contact to place order through Parish Office tax-exempt online account; for in-store purchases, provide the parish tax-exempt account #4595173453 at checkout
Dollar Tree	Director of Finance (Parish Office x209)	Ask contact to place order through Parish Office tax-exempt online account; for in-store purchases, provide the tax exemption bar-code (available from contact) at checkout
Etsy	Director of Finance (Parish Office x209)	After placing the online order, contact Etsy's Support department and provide the order number(s) that should be tax-exempt and a copy of the State of Wisconsin tax exemption form
Hobby Lobby	Director of Finance (Parish Office x209)	Ask contact to loan you the retailer's tax-exempt card to use at checkout. Or, take State of Wisconsin tax exemption form to the store and a card will be provided by store clerk to use at checkout
Home Depot	Director of Finance (Parish Office x209)	Ask contact to place order through Parish Office tax-exempt online account; Home Depot tax exempt #1608260900
Lowe's	Store Clerk	At checkout, state you are making a tax-exempt purchase for St. Alphonsus
Menards	Director of Finance (Parish Office x209)	Ask contact to place order through Parish Office tax-exempt online account; for in-store purchases, obtain the tax exemption bar-code from contact and show it at checkout; Menards tax exempt #WI 0195911
Michaels	Director of Finance (Parish Office x209)	Take State of Wisconsin tax exemption form to the store to show at checkout
Office Depot	Director of Finance (Parish Office x209) or Christian Formation Staff (Parish Office x226)	Ask contact to place order through Parish Office tax-exempt online account; for in-store purchases, borrow the Office Depot tax-exempt card from Christian Formation and show at checkout
Pick n Save	Store Clerk	At checkout, state you are making a tax-exempt purchase for St. Alphonsus
Sam's Club	Director of Finance (Parish Office x209)	Ask contact to place order through Parish Office tax-exempt online account; for in-store purchases, use Membership card and ask for purchase to be tax exempt at checkout; membership cards are available from Director of Finance, School Hot Lunch Program (x820) or Athletics Association
Sendiks	Store Clerk	At checkout, state that you are making a purchase for St. Alphonsus Congregation
Staples	School Principal or Director of Finance (Parish Office x209)	Ask contact to place order through Parish Office tax-exempt online account

Target	Director of Finance (Parish Office x209)	Ask contact to place order through Parish Office tax-exempt online account; for in-store purchases, take State of Wisconsin tax exemption form; will also need to provide valid photo ID at checkout
VistaPrint	Director of Finance (Parish Office x209)	Ask contact to place order through Parish Office tax-exempt online account
Walgreens	Director of Finance (Parish Office x209)	Take State of Wisconsin tax exemption form to the store to show at checkout
Wal-Mart	Director of Finance (Parish Office x209)	Ask contact to place order through Parish Office tax-exempt online account; orders can then picked up in/at store
Woodman's	Store Clerk	At checkout, state you are making a tax-exempt purchase for St. Alphonsus (when they look it up, it is under Saint Alphonsus, not St.)