



Communication ★ Excellence ★ Transparency ★ Integrity

The City of Colleyville wants to thank you for continuing to support Colleyville businesses during this time. As advertised, we will honor reimbursements for using the Colleyville To-Go gift cards at Colleyville businesses who may not have accepted them as payment at the time of your purchase. Please note that the City issued two \$35 gift cards per household and therefore will only reimburse up to two cards per address. Your reimbursement will match one receipt per card, up to \$35 each.

In order to process reimbursements from the Colleyville To-Go gift cards, please fill out the attached form (2nd page). Attach your gift card and associated receipt (dated March 20 – April 30) for proof-of-purchase and turn in your reimbursement packet to City Hall at 100 Main Street, Colleyville TX, 76034. Please either staple them or place them in an envelope to ensure the form, card, and receipt remain together. If submitting both cards at once, only one form needs to be filled out.

We would prefer you place your reimbursement packet in the drop-box at the back of City Hall (facing the baseball field), but you are welcome to drop it off at the Utility Billing counter as well. You may also mail your reimbursement packet to the City using the following address:

City of Colleyville
C/O Reimbursement Team
100 Main Street
Colleyville, TX 76034

Finance staff will process your reimbursement and mail a check to the name and mailing address provided the following week.

Thank you again for your support.

Sincerely,

Kyle Lester
Finance Director, City of Colleyville



Colleyville Gift Card Reimbursement Form

Please fill out the form completely, attach your gift card and transaction receipt (dated March 20 – April 30) and return to:

City Hall, 100 Main Street, Colleyville TX 76034

Submitted by

Phone #

Email (optional)

Colleyville Address

Mailing Address (if
different from
Colleyville Address)

Colleyville Business
where card was used
(may be more than
one if submitting two
cards)

