

McKenzie PTA 2012-2013

Reimbursement/Check Request Form

Instructions:

1. Complete this form with all receipts stapled.
2. Checks **will not** be issued without receipts.
3. Payments for taxes **will not** be reimbursed.
4. Submit form & receipts to McKenzie PTA Treasurer's Mailbox (not via email).
5. Submit receipts within 30 days of purchase (all June 2013 receipts are due by 6/07/2013).
6. Indicate check delivery method via School Mailbox or Attached Stamped Envelope below.

Date	PTA Committee (Include Grade level if applicable)	Amount (less tax)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

You may list multiple items/events, etc. to be paid if check is written to one entity; otherwise use separate form.

Total \$ _____

Make check payable to: _____ Date submitted: _____

Deliver the check to me via: ☐ PTA Mailbox (Please specify _____)
☐ Mail (attach Addressed Stamped Envelope)

Your Name: _____ **Email:** _____

Mailing Address: _____

Position: ☐ Parent ☐ Administrator ☐ Teacher* ☐ Other _____

* Teachers please use the Teacher Stipend Form for submitting PTA School Gift Purchases

Questions? Contact

Heidi Bucklew, PTA Treasurer
1941 Highland Ave Wilmette, IL 60091
(847) 256-1688 | treasurer@mckenziepta.com

Treasurer use only:

Check # _____ Date: _____ Amount: \$ _____ Expense Category: _____