

# Reimbursement/Check Request Form

McKenzie PTA 2010-2011

## Instructions:

1. Complete this form with **all receipts stapled**.
  - Checks **will not** be issued without receipts.
  - Payments for **taxes will not** be reimbursed.
2. Submit form & receipts to McKenzie PTA Treasurer's Mailbox (not via email).
3. Submit receipts **within** 30 days of purchase (all June 2011 receipts are due by 6/09/2011).
4. Indicate check delivery method via School Mailbox or Attached Stamped Envelope.

<u>Date</u>	<u>PTA Committee</u> (Include Grade level if applicable)	<u>Item/Event</u>	<u>Amount (less tax)</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

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

Total

\$

**Date submitted:** \_\_\_\_\_

**Make the check payable to:** \_\_\_\_\_

**Remittance via:** ☐ Attached Stamped Envelope

☐ PTA Mailbox (Please specify) \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Position:** ☐ Parent ☐ Administrator ☐ Teacher\* ☐ Other \_\_\_\_\_

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

Brenda Werth, PTA Treasurer  
1429 Gregory Avenue  
Wilmette, IL 60091  
(847) 920-0123  
werthfive@comcast.net

### *Treasurer use only:*

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