

Reimbursement/Check Request Form

McKenzie PTA 2009-2010

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 2010 receipts are due by 6/10/2010).
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)

Sheri Herd, PTA Treasurer
1700 Central Avenue
Wilmette, IL 60091
(847) 251-5324
sheri.herd@comcast.net

Treasurer use only:

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