

McKenzie PTA 2011-2012

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 2012 receipts are due by 6/08/2012).
6. Indicate check delivery method via School Mailbox or Attached Stamped Envelope below.

Date	PTA Committee <small>(Include Grade level if applicable)</small>	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

Michele Irvin, PTA Treasurer
339 Oak Circle Wilmette, IL 60091
(847) 728-0549
mirvin3166@sbcglobal.net

Treasurer use only:

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