

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 2017 receipts are due by 6/05/2017). Arrangements will be made with Chairs of 4th Grade Farewell and Last Day Event.
6. Indicate check delivery method via School Mailbox or Attached Stamped Envelope below.
7. (For Enrichment) Make a copy of completed form and submit to Enrichment mailbox.

Date	PTA Committee	Grade Level(s)	Name of Items/Events	Amount (less tax)	Full Payment or deposit
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 PTA Member Other _____

Questions? Contact

Elizabeth Jensen, PTA Treasurer
2233 Birchwood, Wilmette, IL 60091
treasurer@mckenziepta.com

Treasurer use only:

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