

# 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 2019 receipts are due by 6/05/2019).  
Arrangements will be made with Chairs of 4<sup>th</sup> 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

Julieta LaMalfa, PTA Treasurer  
1522 Central Ave, Wilmette, IL 60091  
treasurer@mckenziepta.com

*Treasurer use only:*

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