

# McKenzie PTA 2017-2018

## McKenzie PTA Sponsored Staff Reimbursement Program

Each school year, **July 1 through April 30**, and when the McKenzie PTA budget allows, all full-time and part-time McKenzie Elementary teachers, specials and specialists will be given an allowance to purchase items which make your classroom your own.

The amount will be as follows:

- New to McKenzie (not to a classroom) full-time/part-time teachers, specials, and specialists \$250
- Returning full-time/part-time teachers, specials & specialists \$200
- Paraprofessionals can channel requests through teachers, specials, and specialists

Here's how it works:

- All items purchased using PTA funds are for educational and classroom use only and become the property of McKenzie Elementary School as a gift from the McKenzie PTA. Items may not be removed from school grounds.
- Grade levels can combine funds to pay for more expensive items.
- Purchased items must be paid in entirety by the PTA. The PTA will not reimburse for partial payment of purchased items.
- Receipts must be presented.
- Funds may not be used to purchase gift cards.
- Funds may not be used for gifts to or for the McKenzie benefit.
- The PTA will reimburse:
  - by completing the staff reimbursement form
  - a purchase, minus tax
  - a payment made by you with an invoice submittal
- Please use the PTA Tax Exempt Letter <http://mckenziepta.com/wp-content/uploads/PTA-tax-exempt-letter.pdf> when purchasing items; **taxes cannot be reimbursed per our 501c3 status.**

## McKenzie PTA Sponsored Staff Reimbursement Form

*Use this form to obtain the Principal's approval and to process payment of the reimbursement. The PTA can reimburse you, or you may submit an invoice for direct payment.*

**Instructions:**

1. Complete this form and staple all receipts.
  - Checks will not be issued without receipts.
  - Payments for taxes will not be reimbursed (*use PTA Tax Exempt Letter*).
2. Submit form and receipts to Rachel Filippi for **mandatory approval**.
3. Once the form is approved, the School Office will forward the form and receipts to the PTA Treasurer for processing.
4. Submit forms and receipts within 30 days of purchase.
5. Forms must be submitted between July 1, 2017 and April 30, 2018.
6. All purchases made through the MEC must be made by April 30, 2018 with a copy of the purchase order given to the Treasurer.
7. See page 1 for program guidelines.

	Date	Item Purchased	Principal Approval	Amount (less tax)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

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

**Total \$** \_\_\_\_\_

Make check payable to: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Deliver the check via:  School Mailbox or  Mail (*attach Addressed Stamped Envelope*)

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Questions? Contact**

Denise Schneider, PTA Treasurer  
1233 Maple Ave., Wilmette IL 60091  
treasurer@mckenziepta.com

Treasurer use only:  
 Check # \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Expense Category: \_\_\_\_\_