

McKenzie PTA 2016-2017

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://www.mckenziepta.com/pdf/PTA_Tax_Exempt.pdf when purchasing items; **taxes cannot be reimbursed per our 501c3 status.**

McKenzie PTA 2016-2017

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 Denise Welter 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, 2016 and April 30, 2017.
6. All purchases made through the MEC must be made by April 30, 2017 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

Elizabeth Jensen, PTA Treasurer
 2233 Birchwood, Wilmette, IL 60091
 (773) 314-7398
 treasurer@mckenziepta.com

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