

# McKenzie PTA 2020-2021 -Reimbursement/ Check Request Form

**Instructions:**

1. Complete this form with all receipts attached. Checks will not be issued without receipts.
2. Include full payment WITHOUT tax. Payment for taxes will not be reimbursed.
3. Submit form online or scan this form and email to [ptatreasurer@mckenziepta.com](mailto:ptatreasurer@mckenziepta.com) and cc [treasurer-elect@mckenziepta.com](mailto:treasurer-elect@mckenziepta.com) or drop off at 801 15<sup>th</sup> St in mailbox
4. Enter recipient's email address on the form. McKenzie no longer issues paper checks; all checks are emailed.
5. Submit receipts within 30 days of purchase (all June 2021 receipts are due by 06/04/2020)

Date	PTA Committee	Grade Level(s)	Name of Items/Events	Amount (less tax)	Full Payment or Deposit

Make Check Payable to: \_\_\_\_\_ Date submitted \_\_\_\_\_

Check Payable's Email \_\_\_\_\_

**Important! The check will be emailed to the recipient. Please enter the email of the person or vendor receiving the check above. If recipient does not accept e-checks, enter your email address then print and snail mail to the recipient.**

Your name \_\_\_\_\_

Your email \_\_\_\_\_

Parent, PTA Member, Teacher, Other \_\_\_\_\_ (please circle one)

Questions? Contact: Gretchen Cappiello, PTA Treasurer-elect, [treasurer-elect@mckenziepta.com](mailto:treasurer-elect@mckenziepta.com),  
801 15<sup>th</sup> St

Treasurer use only:

Check #	Date:	Amount: \$	Expense Category

