

**McLean School  
Parents Association**  
Check Request/Reimbursement Form

Date: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Treasurer or President of PA to assign Budget line: \_\_\_\_\_

Please turn in completed form with all signed approvals to the Treasurer. Please allow  
TWO WEEKS for processing.

Please attach receipts for the following itemized expenditures:

Vendor	Description	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total amount of check: \_\_\_\_\_

Requested by:

\_\_\_\_\_

Approval:

\_\_\_\_\_

Treasurer or President of PA

Committee Chairperson or Grade Level Representative's approval is also required if the purchase was on behalf of one of: Auction, Bingo, Book Fair, Faculty/Staff Appreciation, Fall Festival, Hospitality, Ice Skating, New Parent Outreach, Pizza Lunch, Sally Foster, Sports Association or Grade Level Reimbursements.

Approval:

\_\_\_\_\_  
Committee Chairperson or Grade Level Representative

**\*Please note:** As McLean School is a non-profit & not required to pay sales tax we do not reimburse for tax on any purchase. Please obtain a tax exempt card from the Business Office to be shown at time of purchase.\*\*

