1. **SCAN OR PHOTOGRAPH THIS FORM AND RECEIPTS AND EMAIL IT TO** **TREASURER@RIVEROAKSPTO.ORG** **AND**
2. **LEAVE FORM & ORIGINAL RECEIPTS IN PTO FINANCE MAILBOX**

|  |  |  |
| --- | --- | --- |
| **ROE PTO CHECK REQUEST** |  **Check****Amount** | **$** |
| 1. **YOUR CONTACT INFORMATION**
 | **Date** |  |

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone or email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **CHECK HANDLING INSTRUCTIONS**

|  |  |
| --- | --- |
|  Make Check Payable to: | Send Check to (check one):⃝ Mail to address provided on invoice **OR**⃝ Put in Teacher/Faculty Inbox at ROE **OR**⃝ Other (e.g., call for pickup): |

1. **CHECK ONE CATEGORY**

|  |  |  |
| --- | --- | --- |
|  | ⃝ Auction | ⃝ Buildings, Grounds, Equip (e.g., landscaping, nature center) |
|  | ⃝ Book Fair | ⃝ Staff Training (Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  | ⃝ Carnival | ⃝ Field Trips (Grade Level: \_\_\_\_) |
|  | ⃝ Directory | ⃝ Grade Level Reps (Grade Level:\_\_\_\_) |
|  | ⃝ Fundraising  | ⃝ Hospitality (circle one: back to school, teacher, meet & greet, volunteer) |
|  | ⃝ Fifth Grade Promotion | ⃝ International Baccalaureate (annual fee, materials) |
|  | ⃝ Fun Run | ⃝ PTO Operations (computer, summer mailer, supplies, printing) |
|  | ⃝ Odyssey of the Mind | ⃝ Special Projects (Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  | ⃝ School Pictures | ⃝ Student Enrichment (production, recitals, promotion) |
|  | ⃝ School Supplies  | ⃝ Teacher Appreciation (circle one: week, birthday, holiday lunch, lunches) |
|  | ⃝ Spirit Store | ⃝ Technology |
|  |  | ⃝ Other (explain): |
|  |  |

1. **EXPENSE DESCRIPTION:**

**INSTRUCTIONS**

1. All receipts must be provided.
2. Sales tax is not reimbursable in most cases. When disbursing funds provide required paperwork for tax free (see forms in PTO Finance mailbox).
3. Requests from faculty (e.g., staff training) require pre-approval from the principal
4. Scan or photograph this form and email it to Treasurer@RiverOaksPTO.org **AND** leave this form and related original receipts in the “PTO-FINANCE” mailbox in the front office.
5. Most checks will be processed electronically through our on-line banking system and therefore should be received within seven (7) days after receipt of check request.

**QUESTIONS?** Send an email to Treasurer@RiverOaksPTO.org

*Dr. Fovargue approval for requests by school employees:*