

(1) SCAN OR PHOTOGRAPH THIS FORM AND RECEIPTS AND EMAIL IT TO

[TREASURER@RIVEROAKSPTO.ORG](mailto:Treasurer@RiverOaksPTO.org) AND

(2) LEAVE FORM & ORIGINAL RECEIPTS IN PTO FINANCE MAILBOX



ROE PTO CHECK REQUEST

Check
Amount

\$

Date

1. YOUR CONTACT INFORMATION TO MAIL CHECK

Printed Name: _____

Mailing address: _____

Phone or email: _____

Signature: _____

Special request: If check request is NOT for contact above, hard check should be made out to:

Printed Name: _____

2. CHECK ONE CATEGORY

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

3. 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) All 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

FORM: April 23, 2017 v1

Dr. Fovargue approval for
requests by school employees:

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