

(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. CHECK MADE PAYABLE TO:

Date

Printed Name: _____

Mailing address: _____

All checks will be mailed through our on-line bank account to the name and address above unless instructed otherwise. If you instead need a hand written check (i.e., for you to hand deliver directly to the vendor at an event), please check below and provide delivery instructions (where to mail it or how to get it to you, etc.)

Hand written check is needed, and delivery method:

2. YOUR CONTACT INFORMATION AND AUTHORIZATION:

Phone or email: _____ Signature: _____

3. CHECK ONE CATEGORY

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

4. 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: August 7, 2017

Dr. Fovargue approval for
requests by school employees:

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