

1) COMPLETE THIS FORM & EMAIL IT ALONG WITH RECEIPTS TO Treasurer@RiverOaksPTO.org
 2) LEAVE A COPY OF THIS COMPLETED FORM & ORIGINAL RECEIPTS IN PTO FINANCE MAILBOX

PLEASE NOTE: Reimbursement expenses are expected to be submitted within 30 days of the event or the date of the invoice. If submitted after 120 days of the date of the event or the date of the invoice, whichever is later, the expense will NOT be considered for reimbursement and NO payments will be made after that deadline.

	ROE PTO CHECK REQUEST	Check Amount	\$
		Date	

1. CHECK MADE PAYABLE TO:

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 instead you 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

One-time Events:

- Classroom support
- Hospitality (describe)
- Movie Night
- Fun Run
- Annual Fund
- Great Gatherings
- B&N Book Fair
- Camp Out
- On-Site Book Fair
- Parent Teacher Social
- Carnival
- 5th Grade Camp

On-going Events:

- Grade Level Reps (Grade: _____)
- Teacher Appreciation(describe)
- School Supplies
- PTO Operations / Website
- Chess Club
- Odyssey of the Mind
- OM World fundraising
- Community Fund
- Spirit Store
- Yearbook
- Nature Center Improvements
- Nature Center Maintenance

- Maintenance (buildings, grounds, equip)
- Outdoor Learning (improvements and maintenance)
- Special Projects (Project: _____)
- Other (describe below in detail)
- Student Costumes / Musical Licenses*

Items requiring approval by Dr. Fovargue:

- Staff Training*
- Technology*
- Field Trips* (Grade Level: _____)
- Math and Science Subscriptions*
- International Baccalaureate* (annual fee, materials)

4. EXPENSE DESCRIPTION:

INSTRUCTIONS

- 1) All receipts must be provided. If a receipt is submitted after 120 days of the date of the event or the date of the invoice, whichever is later, the expense will NOT be considered for reimbursement and NO payments will be made after that deadline.
- 2) Sales tax is not reimbursable in most cases. When paying, provide required form (in PTO Finance mailbox) for tax-free purchases.
- 3) Requests from faculty (e.g., staff training) require pre-approval from the principal.
- 4) Complete this form and email it to Treasurer@RiverOaksPTO.org **AND** leave a copy of this form and related original receipts in the "PTO-FINANCE" mailbox in the front office.
- 5) All check requests will be processed through our online banking system within twelve (12) business days of completing Step 4.

QUESTIONS? Send an email to Treasurer@RiverOaksPTO.org

* Dr. Fovargue approval for requests by school employees: