

**ROE PTO CHECK REQUEST
2011-2012**

Date:	Check Amount: \$
Your Name (printed):	Signature:
Your Phone/Email:	

HANDLING INSTRUCTIONS:

Check payable to:	Send check to: _____ _____ _____
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Please check appropriate event/category and expense type below and provide short description.

Event/Category	AND	Expense Type
Affinity Program		Bldg., Grds, Equip. (Landscaping, Nature Ctr, Technology)
Auction		Cost of Good Sold (purchases for resale, inc. food & bev.)
Book Fair		Staff Training
Carnival		Field Trips (write grade level _____)
Directory		Grade Level Reps budget (write grade level _____)
Fall Fundraiser (The Gift Queen)		Hospitality (back to school, teacher, event, meet & greet, no place for hate, volunteer breakfast)
Fifth Grade Promotion		International Baccalaureate (annual fee, materials)
Fun Run		PTO Operations (computer, President, summer mailer, supplies, printing)
Odyssey of the Mind		Special Projects
PTO-General		Student Enrichment (5 th grade, kinder, OM, productions/recitals)
School Pictures		Teacher Appreciation (week, b-day breakfast, holiday lunch, lunches)
School Supplies		Other – explain below
Spirit Store		
Yearbook		

EXPENSE DESCRIPTION:

ATTACH ALL RECEIPTS. REQUESTS WILL NOT BE PROCESSED WITHOUT RECEIPT. PLEASE ENSURE THAT YOU DO NOT INCLUDE TAX IN THE AMOUNT TO BE PAID ABOVE.

Check requests received by Tuesday at 3 p.m. will be processed on Wednesday.
Contact Liz Palmer (treasurer@riveroakspto.org) if you have questions.