Royle Elementary School PTO 

Check Request Form

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| --- |
| **Submission Date:**  |
| **Name:**  |
| **Payee/Vendor:** |
| **Payee/Vendor Address:** |
| **PTO Committee:**  |
| **Name and Date of Event:** |
| **Committee Chair Approval:** |
| **Executive Board Approval\*:**  |

*\*Co-Chair or Treasurer approval needed for amounts > $500 and unbudgeted expenses of any amount.*

|  |  |  |
| --- | --- | --- |
| **Expense Date** | **Expense** **Description** | **Expense Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total** |  |

Scan all receipts and email the completed form to the Treasurer: RoyleTreasurer@gmail.com

with the **Subject: “Royle Check Request – [Payee/Vendor Name]”** or give to Ms. Presser in the Main Office.

All checks will be sent home via Ms. Presser at Royle unless other arrangements are made with the Treasurer to send a reimbursement check directly.

**Reminder to vendors – do not include sales tax in invoice requests. Royle is tax exempt.**