
**ROE PTO CHECK REQUEST
2009-2010**

Date: _____ Amount: _____

Requester name: _____

Signature: _____

Requester phone/email: _____

HANDLING INSTRUCTIONS:

Check payable to: _____

Send check to: _____

CHECK ONE (please check appropriate category and provide short description):

Budgeted Expense

OR

Budgeted Fundraising Committee

- ___ Staff Dev. – conf. fees & travel (requires Principal signature)
- ___ IB Training (requires Principal signature)
- ___ PTO Admin Expenses
- ___ School Community (grade reps, hospitality, summer mailer)
- ___ Student Enrichment (OM, 5th grade promotion etc.)
- ___ Teacher Appreciation
- ___ Principal

- ___ Affinity Program
- ___ Auction
- ___ Book Fair (note Fall or Spring)
- ___ Carnival
- ___ Directory
- ___ Fun Run
- ___ Fall Fundraiser (Sally Foster)
- ___ School Pictures
- ___ Spirit Store
- ___ Yearbook

EXPENSE DESCRIPTION:

SPECIAL INSTRUCTIONS:

Important notes:

- Attach all receipts. **Requests will not be processed without receipts.**
- Do not include tax in the amount to be paid..
- Check requests received by Monday at 3:00pm will be processed on Tuesday *while school is in session.*
- Contact Sandra Ahlhorn (roe_pto_treasurer@yahoo.com) if you have any questions.