



Royle School PTO Check Request Form

Your name _____ Phone _____ Date _____

Check Payee _____ Check Amount \$ _____

PTO Committee to be Charged _____

Detailed Description of Expense _____

Committee Chair Approval _____

Please remember to attach receipts.

All Reimbursement Checks will be left in the Treasurer's Box in the office unless other arrangements have been made with the Treasurer.



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