

# 2022-2023 ROYAL PRIDE PTO REQUISITION FORM

Request Date: \_\_\_\_\_ Department: \_\_\_\_\_

Requestor: \_\_\_\_\_ e-mail: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Check Required: \_\_\_\_\_

Detailed description of need, purpose and those intended to utilize funds:

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Select those that apply:

- Check will be paid to a vendor (invoice or other proof of purchase will be provided).
- Call \_\_\_\_\_ to pick up check to hand-carry or deliver to payee.

Please indicate to whom the check should be made payable:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Completed requisition forms are to be turned in to the principal by May 1<sup>st</sup> of the current school year. Money allotted for requisitions must be spent by June 1<sup>st</sup> of the current school year. Money not spent by June 1<sup>st</sup> will be returned to Royal Pride. Items requisitioned should not be for single ownership or consumption, but should be able to be used by more than one student or faculty member. Royal Pride PTO reserves the right to award money on the merits of a specific request.**

## THE FOLLOWING SIGNATURES ARE REQUIRED FOR APPROVAL

\_\_\_\_\_  
Requestor Date: \_\_\_\_\_

\_\_\_\_\_  
Principal Date: \_\_\_\_\_

\_\_\_\_\_  
PTO Co - President Date: \_\_\_\_\_

\_\_\_\_\_  
PTO Co - President Date: \_\_\_\_\_

Pending (Approved but returned to originator waiting for invoice)

Amount Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Check mailed

Check Hand-delivered to: \_\_\_\_\_

Check Picked Up by: \_\_\_\_\_