

2020 - 2021 ROYAL PRIDE REQUISITION FORM

Request Date: _____ Department: _____

Requestor: _____ e-mail: _____

Amount Requested: _____ Date Check Required: _____

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

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 1st of the current school year. Money allotted for requisitions must be spent by June 1st of the current school year. Money not spent by June 1st 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 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: _____