## **Royal Oaks Elementary PTA**

To: PTA Treasurer



## REQUEST FOR PAYMENT OF AN INVOICE

INSTRUCTIONS: PLEASE PROCESS PAYMENT FOR OAKS ELEMENTARY PTA.	THE FOLI	LOWING EXPENSES PAYAB	LE BY ROYAL
Copy of Invoice or Purchase Order MUST	Γ be attacl	ned before payment can	be made.
Budget Item:		Date:	
Description of Expense			Amount
F			
	TOTAL		
Name:			
Signature:			
Make Check Payable To:			
Address of Payee:			
Check One:		TREASURER'S RECORDS	
Please mail the check to the above address.		CHECK # / CC:	
Please leave the check in the school office.		I/S: Q:	
		2 <sup>ND</sup> SIGNER:	