Royal Oaks Elementary PTA
To: PTA Treasurer

FIELD TRIP ASSISTANCE / ANGEL FUND / SCHOLARSHIPS REQUEST

INSTRUCTIONS: PLEASE PROCESS PAYMENT TO ROYAL OAKS ELEMENTARY SCHOOL FOR THE REQUESTED SCHOLARSHIP / FIELD TRIP ASSISTANCE AMOUNT

Budget Item: __Field Trip Assistance / Angel Fund / Scholarships____ Date: _____

Description of Request – Please include grade, teacher, cost per student and number of students requesting assistance for (*please DO NOT list student names*)	**Amount**
TOTAL	

Signature: _____

Printed Name: _____

Date: _____

Scholarship payment will be provided by the Royal Oaks PTA to Royal Oaks Elementary School for the requested amount.

TREASURER'S RECORDS

CHECK #: _____

DATE: _____

I/S: _____ Q: _____

2ND SIGNER: _____